



## Local Safety Team Meeting Minutes

Name of Team: Bookstore & Campus Mail

Chair(s): Kerry Boulton, Rotating Worker Reps.  
Jeff Li, Chris McCauley, Paola Lozano  
Rodolfo Calero, Employer Rep; Ana Munoz\* (assumed chair)

Date: February 8, 2024

Time: 10:30 AM  
Location: Zoom Conference Call (see details in Outlook invite sent to [UBC FASMAIL](#) Inbox)

### AGENDA:

1. Musqueam Land Acknowledgement
2. Roll Call
3. Review of Documents- minutes and agenda
4. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents/First Aid
5. Review Workplace Safety Inspections  
(including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
6. Review Education and Training
7. Ongoing Business (Status of Action Items, Review of Previous Minutes)
8. New and Other Business  
- Summary for the JOHSC
9. Next Meeting
10. Meeting Adjournment

### 1. MUSQUEAM LAND ACKNOWLEDGEMENT

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hə́nq̓aminə́m speaking x̣ʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: **tə ʃxʷhələləms tə kʷaɫkʷəʔaʔɫ** ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Faryal Abu-Sharife JOHSC rep.	Bookstore Retail Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kerry Boulton (A)	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Paola Lozano (A)	Bookstore Retail Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Weldon Wong (A)	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Jeff Li	Bookstore Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bruce MacKay (A) (Jeff's LST alternate)	Bookstore Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
	Chris McCauley JOHSC rep.	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanna Kwong	Bookstore Retail Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Rodolfo Calero [Co-Chair] JOHSC rep.	Bookstore	<input type="checkbox"/>	<input type="checkbox"/>
	Ana Munoz JOHSC rep. (alternate)	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Gontran Paget, SRS, SHCS Health and Safety Manager	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, SRS Health and Safety Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, SRS Health and Safety Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, Safety & Claims Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, Safety & Claims Coordinator	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, SRS Health and Safety Associate	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. REVIEW OF DOCUMENTS	Completed
Agenda- any proposed changes, additions (i.e. New Business)	<input checked="" type="checkbox"/>
Previous Month's Minutes	<input checked="" type="checkbox"/>



4. REVIEW OF CAIRS						C = Complete IP = In Progress
Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up: Date Pending	Status
133716	2024-01-18	EOSS/ Time Loss/Other Strain/ Back <ul style="list-style-type: none"> <li>• Driver going out later and stuck by educational bldg.</li> <li>• Put plastic ramp on tires to get unstuck</li> <li>• Worker had a pre-existing back injury and was on an existing RTW plan (extended by 1 week) so the worker would continue light duties.</li> <li>• Delayed reporting on the next day reported so FA not called</li> <li>• Talked to worker to wait for assistance; talked to the employee on the 22nd and reminded them to follow their RTW plan (take micro breaks, <u>rely on equipment for parcel handling</u>, speak up if feeling any discomfort or if the workload becomes too heavy, and so on).</li> <li>• Worker returned to work</li> </ul> Date Completed: 2024-01-22	<input type="checkbox"/>	AM/CM	N/A	C
5. REVIEW OF WORKPLACE SAFETY INSPECTIONS						
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed	
Bookstore Retail Floor	N/A	<ul style="list-style-type: none"> <li>- Completed</li> <li>- Thermostats checked and will continue to monitor (Textbook area)</li> <li>- Temperature gun being used by Kerry to ensure within range when fans turned off</li> </ul>	KB/PL	Monthly	<input checked="" type="checkbox"/>	



		<ul style="list-style-type: none"> <li>- New lights required by building ops to replace bulbs</li> <li>- Grip/ reflective tape used for stairs needs replacing – being ordered from U-line</li> <li>- Pest control concern at corner store, mice nesting inside, BSM to contact 3<sup>rd</sup> party pest control</li> <li>- Previously used Building ops but back-logged (2 workers for entire campus)</li> </ul>			
Warehouse	N/A	- Completed	JL	Monthly	<input checked="" type="checkbox"/>
Mailroom	N/A	- Completed	CM/BC	Monthly	<input checked="" type="checkbox"/>
Admin & Mezzanine Offices	N/A	- N/A (not required until re-opened next year)	RC/JK	Every 2 Months (6x per year)	TABLED
Vehicle Inspections	N/A	Completed and process much improved for daily inspections	CM/BC	Daily - reported Monthly	<input checked="" type="checkbox"/>

## 6. EDUCATION AND TRAINING

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
JOHSC/LST training	05-12-2022	No New	ALL	N/A	IP
Western Conference on Safety	01-19-2024	April 18 -encouraged to participate, confirm with your supervisors. Details to follow.	ALL	N/A	IP

## 7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
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7. ONGOING BUSINESS – Status of Action Items					
Membership Update	2022-06-16	Campus mail may have new LST member in mind	ALL	03-14-2024	IP
8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2-8-2024-01	2-8-2024	CAIRS supervisor permissions- BCM supervisors unable to complete CAIRS reports, disappears when filling out. <ul style="list-style-type: none"> <li>• Please submit and don't save because the information if incomplete – can input investigation underway</li> <li>• Preliminary investigation due in 48 hrs</li> <li>• Location tags are not granular to specific areas (i.e. retail floor) all tagged under "Bookstore"</li> <li>• CAIRS administrator in SRS can be contacted if issue persist</li> </ul>	ALL	N/A	C
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 NEW(CLOSED)	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Bookstore Retail Floor, Mail room, Warehouse		3	3	
	Campus Mail Vehicle Inspections		87	N/A	
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION			
	2-8-2024	<ul style="list-style-type: none"> <li>• Bookstore is actively promoting Pink Shirt day (Feb 28<sup>th</sup>)</li> <li>• Pink shirts have been ordered for warehouse and pictures will be taken for SHCS website!</li> </ul>			



**7. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>Calendar updates and scheduling has been aligned for warehouse and campus mail staff.</li> </ul>
SRS Email	<input checked="" type="checkbox"/>	Reviewed SRS Email.

**9. NEXT MEETING**

Date:	March 14, 2024
Time:	10:30 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)

**10. MEETING ADJOURNED**

Time:	11:00 AM
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Send a copy of the meeting minutes report to the JOHSC.

**Important updates (in bold)** that must be reviewed/discussed at next JOHSC meeting.

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- All LST members
- SHCS JOHSC