



Local Safety Team Meeting Minutes

Name of Team:	Bookstore & Campus Mail	Chair(s):	Kerry Boulton, Rotating Worker Reps. Jeff Li, * (assumed chair) Chris McCauley, Paola Lozano
			Rodolfo Calero, Employer Rep; Ana Munoz
Date:	March 14, 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 hənq̓əminəm speaking x̣ẉməθḳẉəỵəm (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 ʃx̣ẉhələləms tə ḳẉəɫḳẉəʔaʔɫ** ([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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Kerry Boulton (A)	Bookstore Retail Floor	<input checked="" 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 (A) JOHSC rep. (alternate)	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Kate Allan, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Compliance & Claims Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety & Claims Coordinator</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gontran Paget, <i>Senior Manager, Safety Management Systems</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input 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 - modified process for minutes distribution: Passed Overview of changes to ensure quicker turn around and more timely availability of LST meeting minutes: <ul style="list-style-type: none"> - Safety & Claims Coordinator will send out draft minutes (reviewed by Advisor) to the Co-chairs for their review and approval - Co-Chairs have 48 hrs to provide their feedback. - Note: These will be the approved Minutes added to the SHCS-JOHSC package and uploaded to the SHCS Staff Safety page: https://shcs.ubc.ca/safety/ 	<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	
133819	2024-02-05	Bookstore/Incident only/Laceration/Cut to finger <ul style="list-style-type: none"> Discussed with worker, 1 page Box Cutter Safety document (attached) shared and posted in retail (holding area) and warehouse FA called and attended to injured worker Ceramic cutters provided and can be used as a safer alternative, may have been misplaced Reviewed corrective actions completed on 2024-03-11 	<input checked="" type="checkbox"/>	N/A	N/A	C	
133885	2024-02-09	Bookstore/Incident only/Fall from Elevation- Stairs/Knee <ul style="list-style-type: none"> Safety reflective tape to use in stairwell in warehouse and retail- to apply within the next month Delayed reporting- FA not called 	<input type="checkbox"/>	N/A	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"> Completed Grip/ reflective tape used for stairs needs replacing – being ordered from U-line Pest control concern at corner store, mice nesting inside, BSM to contact 3rd party pest control Previously used Building ops but back-logged (2 workers for entire campus) 	KB/PL	Monthly	<input checked="" type="checkbox"/>		



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	08-18-2022	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	04-11-2024	IP
UBC HOP Seminar	01-19-2024	Paola attended HOP seminar on March 5th	PL	N/A	C
Western Conference on Safety	01-19-2024	April 18 -encouraged to participate, confirm with your supervisors. Details to follow. Faryal has signed up for participation.	ALL	04-11-2024	IP

7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	2022-06-16	Campus mail may have new LST member in mind from Campus Mail group- Chris and Ana to forward interest	ALL	04-11-2024	IP



7. ONGOING BUSINESS – Status of Action Items					
8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/03/14-01	3-14-2024	Vancouver Coastal health conducted an unannounced site visit and Bookstore will expect a secondary inspection Corner store- Wash your hands poster posted as a reminder to wash hands frequently- sink was obstructed during inspection <ul style="list-style-type: none"> • Kerry accompanied inspector and did a wonderful job answering questions and presented corrective actions. • These concerns were well-documented in a report provided to the Bookstore and corrective actions to be implemented before secondary visit. • Pest control – Door sweeps with metal, following recommendations for pest control by VCH. • Food storage (do not keep open food on desks) for pest control 	ALL	N/A	C
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	2 NEW	1/2	<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	Reported at the JOHSC	N/A		



7. ONGOING BUSINESS – Status of Action Items

	Date	DESCRIPTION
Good news/ Success Stores/ Safety Wins!	3-14-2024	<ul style="list-style-type: none"> • Box Cutter Safety document (attached) posted in retail holding area and warehouse • Paola attended HOP training on March 5th -Good feedback- new safety concepts and good information for front line workers
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.	

9. NEXT MEETING

Date:	April 11, 2024
Time:	10:50 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	
Time:	11:00 AM

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

Box Cutter Safety

PREVENT INJURY WITHOUT HINDERING YOUR PERFORMANCE

To keep yourself safe when you use a box cutter, here are twelve box cutter safety tips:

Keep the Blade Sharp - Sharp blades will cut cleanly through the box. Dull blades require more pressure, will tug and pull, which is more likely to cause your hand to slip and cut your fingers-leading to greater potential for injuries.

Shorten the Blade - Most box cutters allow you to choose how far out you want to keep the blade. Keep the blade as short as possible to reduce the likelihood of getting a deep cut.

Angle the Blade Away From Your Body and Your Coworkers - There is no reason to cut directly towards you. If you cut at an angle, your hand will move away from your body if it slips. Also make sure other people will not be in close proximity to the tool during use.

Keep Fingers Away from Blade's Path - Do not place your fingers near the intended path of the blade, because they may slip at the last minute and cross the path of the blade during use.

Cut Deliberately - Hold the object being cut firmly with one hand and the box cutter in the other. Never use two hands on the tool, and be sure the material being cut doesn't slip or twist, causing the blade to strike your fingers. Use your arm to move the blade in a deliberate motion so that slipping becomes unlikely.

Consider Cutting Half Way - Rather than cut all the way through the box, consider cutting only halfway through, flipping the box around, and cutting the other half. Or rather than cutting straight across all at once, make a series of small, smooth cuts.

Cut Horizontally, Not Vertically - When cutting a box, for example, set it on the floor, setting it at such an angle that you will not be pulling the box cutter toward you. In other words, make sure that the line of tape or box top opening is horizontal, not vertical, in relation to you.

Keep Your Thumb Away - It's tempting to put your thumb right by the blade when you cut since you get better balance, but don't put your thumb anywhere near the blade.

Put Your Other Hand Away - You don't need to put your hand right by the blade when you cut. Put your hand far enough away and back to avoid cutting it.

Keep it Covered/Retract the Blade - When you put your box cutter away, either in your pocket, bag or drawer, make sure that it's protected with a cover in case it should accidentally open.

Consider Wearing Gloves - If you can, it's always a good idea to wear gloves when you use a box cutter. This will prevent any small nicks and cuts from minor errors.

Take Your Time and Avoid Distractions - Repetitive tasks often make your attention wane, so periodically recheck your working environment.

Box cutters, as small as they are, can be surprisingly dangerous. Pay attention to proper box cutter safety tips to avoid any painful injury.

