



Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Melanie Walters, manager rep, assumed the chair

Date: March 11, 2024

Time: 9:35 AM
Location: Zoom Conference Call

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 hə́nqəmí́nə́m speaking xʷməθkʷəy̓əm (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 ʂxʷhələləm̓s tə kʷaʕkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Linda Fong	Huckleberry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Annie Huang	Owl @ the Barn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Georgina Le Flufy	Pioggia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Candice Yiu (Guest)	Lilliput	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Erin Bowman [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sue Damens (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/ Guests	Joanne Thember, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>SHCS Compliance & Claims System Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>SHCS Safety and Claims Coordinator</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gontran Paget, <i>SHCS Senior Manager, Safety Management Systems</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>SHCS 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 Approved Moved by Linda Fong, Seconded Melanie Walters		<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
See Full CAIRS Summary Report (attached below Mtg. Minutes)						
133855	2024-02-12	Raven CC Centre: worker struck knee against a wooden stump in playground as they turned around Investigation and Corrective actions reviewed: OK to close	<input checked="" type="checkbox"/>	N/A	N/A	C
133892	2024-02-14	Auklet CC Centre: worker was pushed in the stomach by a child during their interaction / they have a sensitivity in this area Investigation and Corrective actions reviewed: OK to close	<input checked="" type="checkbox"/>	N/A	N/A	C
133989	2024-02-16	Tillicum CC Centre: worker experienced back strain from sitting on a child's size chair for a prolonged period of time while they were supporting childrens table top activities Investigation and Corrective actions reviewed: OK to close	<input type="checkbox"/>	N/A	N/A	C
133944	2024-02-22	Auklet CC Centre: worker slipped on toy left on the floor and leg went out in front of them but did not fall. Sore muscle Investigation and Corrective actions reviewed: OK to close	<input type="checkbox"/> Declined By worker	N/A	N/A	C
134004	2024-03-01	Auklet CC Centre: worker cut their finger on the shovel handle edge while removing debris away from a clogged drain in the playground. Investigation and corrective actions reviewed: OK to close Notes: shovel handle fixed / W.O. 1044969 was submitted to ensure drain is cleaned out properly. Process being looked at.	<input checked="" type="checkbox"/>	N/A	N/A	C

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
iAuditor	03-14-2022	<p>28-29 Inspections completed in Feb Expect 29/29 in March by due date (20th of the month)</p> <p>Notes: Some I-pads are being updated and/or replaced through SHCS IT group (ie Auklet and Pioggia) -New i-pads will be designated for Fastoche only. -Centers will be responsible for replacing older i-pads to use for i-auditor or to submit safety reports through their laptops.</p>	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection (2 buses)	01-02-2024	Vehicle inspections for buses; daily. Going very well! Each of the buses gets inspected before it goes out am/pm. Template edits can be made on back end by SHCS safety as requested. Inspection #'s will be posted going forward in minutes	ALL/DH	Monthly	<input checked="" type="checkbox"/>

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
JOHSC/ BCGEU LST training	07-10-2023	<ul style="list-style-type: none"> Georgina (Pioggia) has completed training on Feb. 28th Candice Liu (Lilliput) to complete on March 20th 	ALL	04-08-2024	IP
Western conference on safety	1-08-2024	<ul style="list-style-type: none"> Thurs April 18th SHCS Group Participation-Hyatt Regency Vancouver (any members are welcome to attend using their PDF with approval from their supervisor) Linda can no longer attend on Friday April 19th 	ALL	N/A	C

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership update	11-14-2022	<p>CC now has full worker representation again on this committee!</p> <ul style="list-style-type: none"> • 4 worker reps now on CC LST. A rotational cycle will be adopted – they will discuss with each other and ensure 2 members are able to attend these mtgs on the 2nd Monday of the month (if all can attend – OK) • Forward Marena your availability prior to LST Mtgs. • Georgina will join as a guest for the March JOHSC! • All worker reps will have an opportunity to participate as guests at the JOHSC to get better acquainted with this role, when asked to substitute for Linda. 	ALL	04-08-2024	C
CAIRS 133811	3-11-2024	<p>Barish: updates for Feb TL claim (a dedicated special needs child support worker needs assistance to mitigate over exertion hazards)</p> <ul style="list-style-type: none"> • Changes to process for this worker have been implemented • Aids that could be helpful going forward from the list provided by UBC Ergonomist being looked at • funding options through BC Centre of Abilities/ SOL and UBC Ergo Innovation fund are all being explored • Meeting with UBC Ergonomic specialist Abigail O. on site with the team on Wed. March 13th to develop a plan <p>Investigation Itself and Corrective Action reviewed: OK to Close (LST members felt CAIRS file could be closed as manager is addressing the big picture issues operationally – Sue Damen to provide updates to the committee that could be helpful in other centres)</p>	N/A	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/03/11-01	3-11-2024	<p>Verifying the preventative maintenance program for keeping drains on playground pathways clear with Trades group:</p> <ul style="list-style-type: none"> - Inventory of all drain covers underway - Plugged drain covers at Auklet and Salal being cleaned out this week W.O 1044969 - Confirming with the Facilities group the process and frequency of this program going forward. - For concerns, supervisors are to reach out to your manager and they will follow up. (pic of plugged drain) 	ALL	04-08-2024	IP
NB-2024/03/11-02	3-11-2024	<p>Vote on modified process for mtg minutes distribution: Passed Note: no longer reviewing the minutes a month later at our next LST mtg.</p> <p>Overview of changes to ensure quicker turn around and more timely availability of CC-LST meeting minutes:</p> <ul style="list-style-type: none"> - Safety & Claims Coordinator will send out draft minutes (reviewed by Advisor) to the CC members who were at the mtg for their review and approval - Members have 48 hrs to provide their feedback. 	ALL	N/A	C

		<ul style="list-style-type: none"> - Safety & Claims Coordinator (S.C.C.) saves the approved minutes with final CAIRS summary report to the share drive within 1 week of the mtg. - S.C.C. sends an email to CC Administrative Asst., Maggie Lum that minutes are now available online via the QR code by their Safety Bulletin Board/Binders or can be printed off for posting from attached hard copy (centre preference) - Note: This will also be the approved Minutes that gets added to the SHCS-JOHSC package for uploading to our safety sharepoint site and the SRS website post mtg. 			
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SUMMARY FOR THE JOHSC

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	5 NEW (CLOSED)	3/5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	January		27	29	
	February (25 reported at JOHSC cut-off; 3 entered after meeting)		28	29	
	March			29	
Divisional learnings:	Date	DESCRIPTION			
	3-11-2024	<ul style="list-style-type: none"> - Successfully recruited 2 new worker reps for the LST- special thanks to Linda! - There are now 4 worker reps on the LST! (will now have 2 or more in attendance at all mtgs) - Georgina Le Flufy will attend March JOHSC as a guest! - Updating Preventative Maintenance (PM) schedule for drain clearing & cleaning at CC centres with be communicated to CC team once confirmed. 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email				

9. NEXT MEETING

Date:	April 8, 2024
Time:	9:30 AM
Location:	Zoom Conference Call (Link in Agenda)

10. MEETING ADJOURNED

Time:	10:50 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
- Sent out for posting in all CC Centres