



## Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Worker Rep: Linda Fong\* assumed chair,  
Annie Huang  
Rotating Manager Reps: MW/ EB / SD / NF

Date: February 12, 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 hən̓q̓əmi̓n̓əm 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 ʂxʷhəleləm̓s tə kʷaʔkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) 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"/>
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Candice Yiu (Guest)	Lilliput	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Compliance &amp; Claims System Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety &amp; 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"/>
	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <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 Approved	<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
133811	2024-01-30	Barish/ Time loss/ Overexertion/ Back Strain/ Back <ul style="list-style-type: none"> <li>• UBC Ergonomist, Abigail aware of concerns and centre requires support re lifting/transitioning strategies for these workers to incorporate going forward.</li> <li>• Supernumerary worker coverage (M-F)</li> <li>• Child requires support to stand EE lifts child from floor</li> <li>• Ergo able to assist and assess for lifting and protect workers</li> <li>• Mitigation strategies:               <ol style="list-style-type: none"> <li>1. Encourage child to be self-sufficient (slow- process),</li> <li>2. Due to low muscle-tone can recommend physiotherapy to help with strengthening</li> <li>3. Reach out to Supportive development team and ask for additional help</li> <li>4. For lifting can use scooters to flat platform to lift up child from floor (slow scooters at CC Admin. office)</li> <li>5. Umbrella Stroller (light-weight, easily collapsible) can be used</li> </ol> </li> </ul>	<input type="checkbox"/>	N/A	N/A	IP
133792	2024-02-01	Little Goslings/ Incident only/ Fall on Same Level/Contusion (bruise) <ul style="list-style-type: none"> <li>• Ensure all personal items are stored in such a way that they can't become tripping hazards for yourself or others.</li> </ul> Date Completed: 2024-02-07	<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	Inspections underway –expect 29 to be completed by due date.	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	01-02-2024	Vehicle inspections for buses; weekly check for the vehicle conditions - 28 completed for ths cycle	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 training	07-10-2023	<p>Dates for the next BCGEU online safety training forwarded by Linda Fong:</p> <ul style="list-style-type: none"> <li>March 12 (online zoom seminar)</li> </ul> <p>Linda was contacted by Georgina (Poggia) interested in joining the LST!</p> <p>Linda has invited Candice (Lilliput) to join as a guest and has been communicating with the BCGEU local chairs Andrea and Kiki to confirm registration for the BCGEU mandatory safety training.</p>	ALL	03-11-2024	IP
Western conference on safety	1-08-2024	<p>Thurs April 18<sup>th</sup> SHCS Group Participation-Hyatt Regency Vancouver</p> <p>Linda can attend Friday April 19<sup>th</sup> on her own Please contact your supervisor if you are interested in this event.</p>	ALL	03-11-2024	IP

**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>Marena and Jess have developed a poster to communicate the benefits and commitments of being an LST member to all CC-centres; Joanne has forwarded this resource to the centres</p> <ul style="list-style-type: none"> <li>• Candice joined as a guest, and will be an official member upon completion of BCGEU training</li> <li>• Georgina may join the next meeting as a guest</li> </ul>	ALL	03-11-2024	IP

**8. NEW & OTHER BUSINESS (+ ROUNDTABLE)**

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			

**SUMMARY FOR THE JOHSC**

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	2 NEW (1 OPEN)	1/2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	December		29	29	
	January		27	29	
	February		25; 28 Vehicle inspections	29	
	Date	DESCRIPTION			

Divisional learnings:	2-12-2024	<ul style="list-style-type: none"> <li>- Linda has successfully recruited 2 new worker reps for the LST!</li> <li>- BCGEU training is being offered in-person and online for new members, details will be shared.</li> <li>- Linda is working with the local BCGEU union rep to ensure new members are trained!</li> </ul>
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email	

#### 9. NEXT MEETING

Date:	<b>March 11, 2024</b>
Time:	<b>9:30 AM</b>
Location:	<b>Zoom Conference Call (Link in Agenda)</b>

#### 10. MEETING ADJOURNED

Time:	<b>10:07 AM</b>
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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