



Local Safety Team Meeting Minutes

Name of Team:	Parking and Access Desk	Chair(s):	Gabriel Guzman, Worker Rep. Roberto Albertini, Employer Rep. (assumed chair) Jose Jimenez, Employer Rep.
Date:	February 7, 2024	Time:	11:00 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 hə́nqəmíhəm speaking xʷməθkʷəyəm (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 šxʷhəleləm̓s tə kʷaɫkʷəʔaʔt** ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Efrain Jimenez (weekend Supervisor)	Impound	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sanjiv Parhar	Impound	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gabriel Guzman	Maintenance/Meter Shop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kasia Babiarcz	Access Desk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Roberto Albertini [Chair]	Rix	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jose Jimenez (A)	Rix	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Claims & Compliance 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"/>
	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)	First Aid Called	Assigned To	Follow up: Date Pending	Status
133699	2024-01-19	Berwick Daycare parking lot/Non-Highway Motor Vehicle/No Injuries/ Damage to vehicle	<input type="checkbox"/>	RA	N/A	C



		<p>Curb contact with vehicle causing tire to pop, unable to see curb due to snow piled high on curbs, minor vehicle damage. No injury to worker</p> <p>No further corrective actions, recommend clearing snow and not piling up on curbs.</p> <p>CAIRS is closed.</p>				
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5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Donald Rix	03-02-2023	Saved the report in safety culture – completed UBC Card boxes piled high, pictures included RA- These will be moved and no longer stacked high	Sanjiv	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspections	03-02-2023	Records of vehicle inspections in Safety Culture	Jose	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	05-13-2022	N/A	All	03-06-2024	IP

7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership updates	Ongoing	Kasia will stay for now; Georgina may be returning to the LST RA will email access desk re. membership	RA	03-06-2024	IP
NB-1-03-2024-01	1-03-2024	Experiencing problems in staircase @ University blvd lot – people using as toilet <ul style="list-style-type: none"> • Would like to escalate to JOHSC 	RA/JJ	03-06-2024	IP



		<ul style="list-style-type: none"> • Ublvd lot close to bus station – people use as bathroom • P&A looking to put in portable washrooms to test for 6 mths • Would like to put forward to C&CP approval for portable washrooms to trial and parking will pay (have quotes) to trial for 6 months (but need long term solution) (Parking should not have to be financially responsible for issue either) • Bigger issue than P&A – UBC wide • Need permits for toilets <p>P&A staff clean stairwells – connect parkade to various facilities RA and JJ to connect with campus and community planning</p>			
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8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-02-07-2024-01	02-07-2024	Training for electrical vehicles (safe recharging) <ul style="list-style-type: none"> • Training will be addressed at general meeting • Electrical maintenance tested • Jose confirmed tester was purchased and trained on tester usage- to follow steps outlined in manual 	RA/JJ	N/A	C

SUMMARY FOR THE JOHSC

	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
CAIRS review:	NEW	1 NEW	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed: (Refer to Inspection Schedule below)	AREA/SAFETY MAINTENANCE	COMPLETED		TOTAL	
	Donald Rix office	1		1	
	Vehicle Inspections	167		N/A	
Good News & Safety Wins:	Date	DESCRIPTION			
	02-07-2024	<ul style="list-style-type: none"> - CAIRS supervisor training being organized by Valerie - All parking and access desk supervisors training will be conducted by Feb.16th - Access desk supervisor training is going well 			



SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.
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9. NEXT MEETING	
Date:	March 6, 2024
Time:	11:00 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)

10. MEETING ADJOURNED	
Time:	11:16 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):
Sent to all LSTs and SHCS JOHSC members