



## 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:	March 6, 2024	Time:	11:00 AM
		Location:	Zoom Conference Call (see details in Outlook invite sent to <a href="#">UBC FASMAIL</a> 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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Gabriel Guzman	Maintenance/Meter Shop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kasia Babiarz	Access Desk	<input type="checkbox"/>	<input checked="" 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 &amp; Compliance 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"/>
	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
		N/A	<input type="checkbox"/>			



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Access Desk/Coin Room	03-02-2023	Completed on March 6th	Efrain	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	04-03-2024	IP
TCP Training	03-06-2024	Traffic control training organized for newly hired staff Emily Liew adding notification in WorkDay for certificate expiration.	All	04-03-2024	IP
Western Conference on Safety	03-06-2024	April 18- Jose and Gabriel April 19- Sanjiv and Efrain Roberto to forward reminder re information on preferred sessions.	All	04-03-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership updates	Ongoing	Kasia may be leaving the LST and Sal from Access Desk may join RA will email access desk re. membership	RA	04-03-2024	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"> <li>P&amp;A staff clean stairwells – connect parkade to various</li> </ul>	RA/JJ	04-03-2024	IP



		facilities <ul style="list-style-type: none"> <li>• Jose reviewed the chemicals used to clean stairwells and may require the Safety data sheets/ WHMIS paperwork provided by Eco-lab.</li> <li>• Val offered to help with this process.</li> <li>• RA and JJ to connect with campus and community planning</li> <li>• Procedures being reviewed by Jose and look well put together.</li> <li>• UBC campus &amp; community planning to hold a meeting on March 13<sup>th</sup></li> <li>• Jose currently reviewing price quotes for portable washrooms</li> </ul>			
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**8. NEW & OTHER BUSINESS (+ ROUNDTABLE)**

Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-03-06-2024-01	03-06-2024	New vehicle purchased for snow clearance of smaller areas and walkways.	JJ	N/A	C
NB-03-06-2024-02	03-06-2024	New incident was quickly addressed and LST will review and next meeting. Investigation is underway.	RA	N/A	C

**SUMMARY FOR THE JOHSC**

	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
CAIRS review:	NEW	0 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	
	Access Desk/ Coin Room	2		2	
	Vehicle Inspections			N/A	
Good News & Safety Wins:	Date	DESCRIPTION			
	03-06-2024	<ul style="list-style-type: none"> <li>- CAIRS training was well done, participants gained a better understanding of CAIRS process</li> <li>- Maintenance staff training for electrical and arc-flash online training completed</li> <li>- New hires! Help with daily operations and support Parking services</li> </ul>			



SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.
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9. NEXT MEETING	
Date:	April 3, 2024
Time:	11:00 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)

10. MEETING ADJOURNED	
Time:	11:25 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