



Local Safety Team Meeting Minutes

Name of Team: Support Services

Chair(s): Michael Chow, Worker Rep* (assumed chair)
Shane Davies, Worker Rep.
Niloufar Rohani
Natalie Tole, Employer Reps.

Date: February 13 2024

Time: 1:30 PM
Location: Zoom

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 hən̓q̓əmin̓əm̓ speaking x̱məθkʷəy̓əm (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 ʃxʷhələləms tə kʷaʎkʷəʔaʎ](#) ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Michael Chow, Assignment Coordinator	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Zoe Diomis, Front Desk Services Coordinator	Ponderosa/Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Shane Davies, Front Desk Services Coordinator (A)	Acadia/ Fairview	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Karina Wong, Assignment Coordinator (A)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Vasya Molnar, Purchasing (A)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Lakshmi Sangaranarayanan, Director, Student Residences	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Cicie Wong, Senior Financial Manager (A)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Natalie Tole, Associate Director Residence Admissions & Admin [Co- Chair]	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Nilou Rohani, Residence Life Manager	Marine Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cavell Au, Rooms Manager Conference and Accommodations	Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Charlene Chia, Residence Life Manager (Alt. for Nilou)	Place Vanier	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Gontran Paget, Senior Manager, Safety Management Systems	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, Safety Advisor	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, Safety Advisor	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, Claims & Compliance Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, Safety & Claims Coordinator	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, Safety Advisor	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	<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
		N/A	<input type="checkbox"/>			

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description of Hazards & Observations	Assigned To	Frequency	Completed
Quarterly Inspections by Front Desk supervisors	03-14-2022	No new for this cycle Reminder to be sent in March for April inspection due date.	ALL	Quarterly schedule	<input type="checkbox"/>

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	09-20-2022	No new	ALL	03-12-2024	IP
Western Conference on Safety	2-13-2024	April 18/19 th at Hyatt Regency Downtown Vancouver SHCS will attend as a group on April 18 th (lunch provided) All participants encouraged to use PD funds	ALL	03-12-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership updates	09-20-2022	<ul style="list-style-type: none"> No new; LST will explore and encourage more engagement & participation from members 	ALL	03-12-2024	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

	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	0 NEW	<input type="checkbox"/>	<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	
	April- quarterly cycle		N/A	11	
	Mobile overnight vehicle inspections		62	N/A	
Good News/Safety Wins	Date	DESCRIPTION			
	2-13-2024	<ul style="list-style-type: none"> SHCS Main office hired new mail sorters for additional support due to increased mail to Student residences 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING

Date:	March 12, 2024
Time:	1:30 PM
Location:	Zoom Conference

10. MEETING ADJOURNED

Time:	1:41 PM
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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