



Local Safety Team Meeting Minutes

Name of Team: Bookstore & Campus Mail	Chair(s): Kerry Boulton, Rotating Worker Reps. Jeff Li* (assumed chair), Chris McCauley, Paola Lozano Rodolfo Calero, Employer Rep; Ana Munoz
Date: April 11, 2024	Time: 10:30 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 hənq̓əminəm 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 ʃxʷhələləms tə kʷaɪkʷəʔaʔɪ** ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Faryal Abu-Sharife JOHSC rep.	Bookstore Retail Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kerry Boulton (A)	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Paola Lozano (A)	Bookstore Retail Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Weldon Wong (A)	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Jeff Li	Bookstore Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bruce MacKay (A) (Jeff's LST alternate)	Bookstore Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
	Chris McCauley JOHSC rep.	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Adnan Carinik JOHSC rep. (alternate) joined the LST on April 11, 2024	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanna Kwong departed from LST on April 11, 2024	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Douglas Shimizu joined the LST on April 11, 2024	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Rodolfo Calero [Co-Chair] JOHSC rep.	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Munoz (A) JOHSC rep. (alternate)	Bookstore	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Kate Allan, Safety Advisor	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, Compliance & Claims 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"/>
	Gontran Paget, Senior Manager, Safety Management Systems	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, Safety Advisor	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, 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"/>
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
134166	2024-04-04	<p>PSB - Pharmaceutical Sciences & Centre for Drug Research and Development/ Campus Mail/ Incident only/ Pain from Impact/ No Injury</p> <p>Note: Severity changed to injury from no injury; however, injury shown in CAIRS for incident tracking and reporting purposes.</p> <ul style="list-style-type: none">• Worker walked from tailgate (ramp on an angle up resting on loading dock) to under loading dock door (lower) and based on worker's height was struck by door and fell back; this was due to the dock door being fixed to a certain height when opened (See picture)• Trucks don't line up with loading bay doors at all locations across campus• Worker Declined FA	<input type="checkbox"/>	N/A	N/A	C



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Bookstore Retail Floor	N/A	- Completed	KB/PL	Monthly	<input checked="" type="checkbox"/>
Warehouse	N/A	- Completed - June outdoor inspection (near-miss) Cardboard compactor bin near campus security; blindspot in this area -Mirror should be installed on Biological science	JL/PL	Monthly	<input checked="" type="checkbox"/>



		building side to make easier to see students passing through this narrow gap; will have to discuss further with Building ops manager.			
Mailroom	N/A	- Completed	CM/BC	Monthly	<input checked="" type="checkbox"/>
Admin & Mezzanine Offices	N/A	- N/A (not required until re-opened)- Douglas may start inspections once trained.	RC/JK	Every 2 Months (6x per year)	TABLED
Vehicle Inspections	08-18-2022	Completed and process much improved for daily inspections	CM/BC	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	N/A	Douglas and Adnan to sign up for training; will be manually added	ALL	05-09-2024	IP
Western Conference on Safety	01-19-2024	April 18 -encouraged to participate, confirm with your supervisors. Details to follow. Faryal , Chris and Douglas are attending!	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	2022-06-16	Douglas from Bookstore join as new LST member Adnan from Campus mail has joined as a new LST & JOHSC member-alternate!	ALL	05-09-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)



7. ONGOING BUSINESS – Status of Action Items

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024-4-11-01	4-11-2024	USB building roof replacement-construction and noise concerns <ul style="list-style-type: none">Campus mail staff need 4 hard hats to keep on-site at all times; loose pipe dropped due to roof replacement/ renovation at USB building, being monitored.Speak with FABS to ensure the required PPE (hard hats, noise protection- over-ear) provided	CM/DK/K A	05-09-2024	IP

SUMMARY FOR THE JOHSC

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	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:	AREA/SAFETY MAINTENANCE		COMPLETED		TOTAL
	Bookstore Retail Floor, Mail room, Warehouse		3		3
	Campus Mail Vehicle Inspections		Reported at the JOHSC		N/A
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION			
	4-11-2024	<ul style="list-style-type: none">• New members join LST: Douglas & Adnan!• New Truck purchase in the works for campus mail!• Bookstore dealing with pest control concerns and got good tips on sealing the building and door sweeps!			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING

Date:	May 9, 2024
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9. NEXT MEETING	
Time:	10:30 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	
Time:	11:05 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):

- All LST members
- SHCS JOHSC