



Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Annie Huang Worker rep, assumed the chair

Date: April 8, 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 šxʷhələlərn̓s tə kʷaλkʷəʔaʔɪ \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Linda Fong <i>[JOHSC Member]</i>	Huckleberry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Annie Huang	Owl @ the Barn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Georgina Le Flufy <i>[JOHSC Member-Alternate]</i>	Pioggia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Candice Yiu	Lilliput	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Erin Bowman [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Joanne Thember, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>SHCS Compliance & Claims System Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>SHCS Safety and Claims Coordinator</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gontran Paget, <i>SHCS Senior Manager, Safety Management Systems</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>SHCS 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
See Full CAIRS Summary Report (attached below Mtg. Minutes)						
134030	2024-03-01	Hummingbird/Medical treatment- During closing shift, worker was putting away items in cupboard and large calendar brushed against face resulting in injury to right eye Actions: Cupboard reorganized and calendar stored in office Investigation & Corrective actions reviewed-OK to Close	<input checked="" type="checkbox"/>	N/A	N/A	C
134097	2024-03-20	Kids Club/Incident only- Worker tripped while stepping on log/uneven surface in playground near spider climber, landing on right arm and ribs Actions: - To scan area first before moving into the space / step over the log rather than step on it / can get slippery when wet - add more bark mulch to playground area as it is getting low in places / verbal update from Sue/Nicole re renovations Investigation & Corrective actions reviewed-OK to Close	<input checked="" type="checkbox"/>	N/A	N/A	C
134169	2024-04-02	Kittiwake/ Time Loss- Worker stepped down into the sandbox using the 2 steps (varying in height) – did a misstep going down and twisted their ankle as they fell. Best Practices: -need to assess before you step down - Supervisor to discuss best line of sight for educators in the yard, especially Aux workers, to keep visuals on all children - add more sand to playground area to raise area to easily down to ground level – verbal update from Sue re renovations Investigation & Corrective actions reviewed-OK to Close	<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
General Safety Inspections	03-20-2022	<ul style="list-style-type: none"> - 29/29 in March - April Inspections expected by due date (20th of the month) - Notes: I-pads are compatible with Safety Culture App! Sue has confirmed! Roll-out for new I-pads to all centres will be by June! Moving towards paperless – environmentally friendly! Annual fire extinguishers inspection completed on April 3 rd /4 th in centres on Acadia side of campus plus Owl @The Barn <ul style="list-style-type: none"> - Note: Huckleberry (completed in Feb) /Hummingbird/ Osprey and Caribou centres get done as part of the building's inspection rotation. 	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	03-20-2024	<ul style="list-style-type: none"> - Vehicle inspections for buses; (2 buses) twice daily or when used. 	ALL/DH	Daily, as used	<input checked="" type="checkbox"/>

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
JOHSC/BCGEU LST training	07-10-2023	<ul style="list-style-type: none"> - Georgina (Pioggia) has completed LST training as of Feb. 28th She has also agreed to become a full SHCS-JOHSC member for CC and will complete that training on May 14-16th. Thanks GiGi! - Marena to help with registration of training and working with central safety to minimize overlap in training. - Candice Liu (Lilliput) completed LST training on March 19th 	ALL	05-13-2024	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	<ul style="list-style-type: none"> - We now have full complement of BCGEU certified worker reps on the CC-LST! - A minimum of 2 worker reps will attend each LST meeting but if all 4 worker reps can attend, all are welcome! - Table below will be a visual reminder to ensure that we always have a worker rep from LST at the JOHSC meeting 2 weeks later - As of mid May we'll have 2 CC worker reps on the JOHSC! 	ALL	05-13-2024	IP
NB-2024/03/11-01	3-11-2024	<p>Preventative maintenance program for keeping drains on playground pathways clear with Trades group:</p> <ul style="list-style-type: none"> - Inventory of all drain covers almost complete / send to LK - LST left item open: want confirmation from trades group what the PM process will be going forward to keep drains clear. 	JT update from LK in Facilities	05-13-2024	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	3 NEW (CLOSED)	3/3	<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
	February (25 reported at JOHSC cut-off; 3 entered after meeting)		28	29
	March		29	29
	April			29
Divisional learnings:	Date	DESCRIPTION		
	4-8-2024	<ul style="list-style-type: none"> - Candice and Gigi are our new LST members: both have completed their BCGEU training! - Gigi Le Flufy will join as the New JOHSC member – we will now have 2 for CC group! - New I-pads for child registration can also be used for inspections using the Safety Culture App! Roll-out of this Fastosh system with new devices should be completed in all centres by end of June! Moving towards paperless processes – environmentally friendly/monitor wi-fi challenges! - Annual inspection of Fire Extinguishers in centres on Acadia side of campus plus Owl @The Barn took place April 3-4th 		
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email			

9. NEXT MEETING

Date:	May 13, 2024
Time:	9:30 AM
Location:	Zoom Conference Call (Link in Agenda)

10. MEETING ADJOURNED

Time:	10:15 AM
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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