



## 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:	April 3, 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 hə́nqəmíhə́m 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 ʂxʷhəleləm̓s tə kʷaɬkʷəʔaʔt** ([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 type="checkbox"/>	<input type="checkbox"/>
	Sanjiv Parhar	Impound	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gabriel Guzman	Maintenance/Meter Shop	<input type="checkbox"/>	<input type="checkbox"/>
	Sal Gulluni	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 type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Stermann, <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 type="checkbox"/>	<input checked="" 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"/>

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
134017	2024-03-04	<b>War Memorial Gym parking lot/Incident only</b> Verbal interaction-attempted Intimidation – officer removed self from situation and scene – RA informed company of incident, company addressed issue with staff (offline) <b>Investigation and corrective actions reviewed- OK to close</b>	<input type="checkbox"/> N/A	N/A	N/A	C



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Metershop/Storage	03-02-2023	Inspections to be done – pending upon worker return from vacation	Efrain	Monthly	<input type="checkbox"/>
Vehicle Inspections	03-02-2023	Records of vehicle inspections in Safety Culture	Jose	Daily	<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	Sal has joined the LST and to participate in LST training in April!	All	05-01-2024	IP
TCP Training	03-06-2024	Traffic control training organized for newly hired staff – Cody from Maint., Orlando and Steven from enforcement completed Everyone passed! (Steven got 100%) Emily Liew adding notification in WorkDay for certificate expiration	All	05-01-2024	IP
Western Conference on Safety	03-06-2024	April 18- Jose and extra seat – Gabriel cannot make it April 19- Sanjiv and Efrain	All	05-01-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership updates	Ongoing	Sal from Access Desk joins LST and Kasia departs LST	ALL	05-01-2024	IP



University blvd lot	1-03-2024	Experiencing problems in staircase @ University blvd lot – people using as toilet <ul style="list-style-type: none"> <li>• Jose working with Campus and Community planning</li> <li>• Jose will provide update</li> </ul>	RA/JJ	05-01-2024	IP
---------------------	-----------	---	-------	------------	----

**8. NEW & OTHER BUSINESS (+ ROUNDTABLE)**

Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Uniforms	04-03-2024	In process of changing uniforms – shirts only - Lighter and more breathable and more presentable	RA	05-01-2024	IP
CAIRS review:	STATUS	DESCRIPTION/NUMBER	First Aid 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: (Refer to Inspection Schedule below)	AREA/SAFETY MAINTENANCE	COMPLETED	TOTAL		
	Metershop /Storage	Pending	2		
	Vehicle Inspections	Reported at the JOHSC	N/A		
Good News & Safety Wins:	Date	DESCRIPTION			
	04-03-2024	- 3 new staff passed TCP training, 1 person scored 100% - Great job Steven!			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

**9. NEXT MEETING**

Date:	May 1, 2024
Time:	11:00 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)



10. MEETING ADJOURNED	
Time:	<b>11:25 AM</b>

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