



## 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  
Ana Munoz, Employer Rep

Date: June 13, 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 hənq̓aminəm speaking x̣ẉməθḳẉəỵəm (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 ʃx̣ẉhələləm̓s tə ḳẉaɪḳẉəʔaʔɪ** ([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 <b>JOHSC rep.</b>	Bookstore Retail Floor	<input checked="" type="checkbox"/>	<input 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 <b>[Co-Chair]</b>	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 <b>[Co-Chair] JOHSC rep.</b>	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Adnan Carinik <b>JOHSC rep. (alternate)</b> - left LST/JOHSC on June 13, 2024	Campus Mail	<input type="checkbox"/>	<input type="checkbox"/>
	David Wong <b>JOHSC rep. (alternate)</b> for Chris-- joins LST/JOHSC on June 13, 2024	Campus Mail	<input type="checkbox"/>	<input type="checkbox"/>
Douglas Shimizu	Bookstore	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Employer Representatives	Ana Munoz <b>[Co-Chair] JOHSC rep.</b>	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Shane Gopalsingh <b>JOHSC rep. (alternate)</b>	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Kate Allan, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Jessica Stermann, <i>Compliance &amp; Claims 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>

(A)=Alternate

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	
134423	2024-05-02	<p><b>U-BLVD/Time Loss/Fall on same level/Cut/Knee</b> Employee was walking to get lunch and missed the top step of a 3-step exterior set of stairs. The employee fell and could not get up due to the pain. First Aid responded immediately and provided medical assistance, they cleaned the wound and provided bandage. The employee missed two days of work as a result of the injury. They returned to regular duties on May 7th.</p> <p><b>Actions:</b> Site visit conducted as part of investigation- findings: -Stairs are fine and do not need any maintenance or repairs. -The stairs have a railing and are infine operational use. -No environmental (moss/snow/ice) or uneven surfaces to account for.</p> <p><b>Learnings:</b></p> <ul style="list-style-type: none"> <li>• Unsafe conditions due to nearby construction/ traffic distraction causing a minor lapse or miscalculation when walking</li> <li>• Reducing error and influencing behavior -document shared (refer to pg. 12)</li> <li>• Hindsight or counter-factual thinking does not help in these situations as these slip/trip incidents are very common. LST – OK to close</li> </ul>	<input checked="" type="checkbox"/>	N/A	N/A	C	
134419	2024-05-13	<p><b>Bookstore- textbook/online/Medical treatment/Strain/Foot</b> Employee aggravated per-existing condition due to prolonged standing/walking when the demand for</p>	<input checked="" type="checkbox"/>	N/A	N/A	C	



		<p>textbooks increased at the beginning of the summer term. Increased time on feet caused condition to come back.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"><li>• Worker immediately accommodated in another area; offered sit down desk duties that allowed them to sit. They were then connected with Megan Mackie a UBC Return to Work &amp; Accommodations Advisor. Megan to advise if lasting accommodation is needed.</li><li>• Bookstore looking into ordering more Anti-fatigue mats</li></ul> <p>LST – OK to close</p>				
134331	2024-04-30	<p><b>USB/ Incident only-Near miss/No Injury</b></p> <p>USB is undergoing a large roof renovation project. Large clamp fell down from the ceiling in mail sorting area. As it fell to the ground, it hit one of the plastic sorting bins, knocked the bin off the shelf, and then they both fell onto the ground. The ceilings are high in Campus Mail so it was coming down quickly. This is a near miss (no one was injured) but it could have been serious if the large metal clamp hit someone in the head. First Aid was NOT called because it was a near miss and no employee injuries.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"><li>• Report fallen metal to the Project Manager and have the old pipe fitting fixed so it is no longer a falling hazard to the Campus Mail staff</li><li>• Building Operations came and did a site visit. They removed the remaining piece of metal that was around the pipe and cleaned it up. Clamps were not fastened properly- over time rusted and vibrations caused it to snap and had to be removed</li><li>• Near miss and overhead hazard wll-documented by Campus Mail Supervisor</li><li>• LST – OK to close</li></ul>	N/A	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	To be completed by June 20	KB/PL	Monthly	<input type="checkbox"/>
Warehouse	N/A	- Completed	JL/PL	Monthly	<input checked="" type="checkbox"/>
Mailroom	N/A	- Completed	CM	Monthly	<input checked="" type="checkbox"/>
Admin & Mezzanine Offices	N/A	To be completed by June 20; if able to access Safety Culture general account	N/A	Every 2 Months (6x per year)	TABLED
Vehicle Inspections	08-18-2022	Completed and process much improved for daily inspections	CM	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	Shane and, Douglas to sign up for training; will be manually added	ALL	07-11-2024	IP
CAIRS training	N/A	GT and Kate will run CAIRS overview and investigation tips and tricks in July for the Bookstore/campus mail staff.	ALL	07-11-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	6-16-2022	Shane from Bookstore will join as JOHSC member-alternate for Ana. Adnan from Campus mail will join as JOHSC member-alternate for Chris.	ALL	07-11-2024	IP



**7. ONGOING BUSINESS – Status of Action Items**

<p>University Services Bldg.(USB)/Campus Mail Renovation</p>	<p>4-11-2024</p>	<p>USB building roof replacement-construction and noise concerns</p> <ul style="list-style-type: none"> <li>CAIRS will be completed for near miss- metal falling from ceiling</li> <li>No injuries, no one in the area at time of incident</li> <li>Metal pieces will be replaced</li> </ul> <p>Following this incident or near miss (an incident that almost happened), an investigation was conducted to identify the cause and explore other related factors.</p> <ul style="list-style-type: none"> <li>CAIRS was entered to document the near miss incident- no injuries, no worker was present or in the area during incident which occurred over break time.</li> <li>This may have been a life-altering injury or had the potential to cause serious harm, and was well investigated with very thorough follow-up from the Campus Mail team.</li> </ul>	<p>CM/DK/KA</p>	<p>N/A</p>	<p>C</p>
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**8. NEW & OTHER BUSINESS (+ ROUNDTABLE)**

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
<p>NB-6-13-2024-01</p>	<p>6-13-2024</p>	<p>Electrical concerns in the warehouse</p> <ul style="list-style-type: none"> <li>Ana has a meeting scheduled with James Bellavance</li> <li>Service request for an electrician to fix the issues- expert to address the concerns and add outlets etc.</li> </ul>	<p>N/A</p>	<p>N/A</p>	<p>C</p>
<p>NB-6-13-2024-02</p>	<p>6-13-2024</p>	<p>Shipping doors – not able to open/close safely</p> <ul style="list-style-type: none"> <li>Spring work ok; doors bent; chain disconnected</li> <li>Requires service- Service request will be entered</li> </ul>	<p>N/A</p>	<p>N/A</p>	<p>C</p>

**SUMMARY FOR THE JOHSC**

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	<p>NEW</p>	<p>3 NEW</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>
	<p>OLD REVIEWED</p>	<p>0 OLD</p>		<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>



7. ONGOING BUSINESS – Status of Action Items				
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL
	Bookstore Retail Floor, Mail room, Admin offices, Warehouse		2	4
	Campus Mail Vehicle Inspections		Reported at the JOHSC	N/A
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION		
	6-13-2024	<ul style="list-style-type: none"> <li>• Grad ceremonies were very successful and coordinated well! - Team collectively solved problems- no safety concerns! New location next year (inside a building vs. tents)!</li> <li>• Fire drill conducted successfully- timed and staff roster used- need to disperse uniformly and find fire warden quickly to be counted on attendance sheets- leading practice in SHCS</li> <li>• Corner store - regulating refrigerators using sensors- initiative by Brian Jones and Shane More to come with sensors-measure and collect data on air quality, CO, temp, pressure- collate data in our areas- ability to check and correct- moving towards ISO- plan, do, check, act- continual improvement (at set intervals)</li> <li>• New Safety board for Bookstore warehouse!</li> </ul>		
SRS Email	Reviewed SRS Email.			

9. NEXT MEETING	
Date:	July 11, 2024
Time:	10:50 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	
Time:	11:30 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