



Local Safety Team Meeting Minutes

Name of Team:	Bookstore & Campus Mail	Chair(s):	Kerry Boultonbee, Jeff Li, Chris McCauley* (assumed chair), Paola Lozano -Rotating Worker Reps.
			Ana Munoz and Shane Gopaulsingh - Employer Reps.
Date:	May 9, 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 hən̓q̓əmin̓əm̓ speaking x̱m̓əθḵw̓əy̓əm (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 ʃx̱w̓hələləm̓s tə ḵw̓aɪḵw̓əʔaʔɪ** ([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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Bruce MacKay (A) (Jeff's LST alternate)	Bookstore Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
	Chris McCauley [Co-Chair] JOHSC rep.	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Adnan Carinik JOHSC rep. (alternate)	Campus Mail	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Douglas Shimizu	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Munoz [Co-Chair] JOHSC rep.	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Shane Gopaulsingh JOHSC rep. (alternate) joined the LST on May 9 th	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Compliance & Claims Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety & 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"/>

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



134277	2024-04-22	<p>Bookstore/Time loss/Back Strain/lifting flat of bottled water</p> <ul style="list-style-type: none"> Employee was picking up a flat (24 bottles) of water to deliver to the UBC Bookstore Corner Store. They bent down without bending their knees and felt a pop around the left hip. The employee called out to a fellow employee who helped the employee sit down in a chair. Employee was transported to urgent care and had time off work, modified work was offered and worker has returned to work on modified duties. <p>Actions:</p> <ul style="list-style-type: none"> Will address the department employees at our morning meeting to remind them of Safe Lifting Practices. Will also emphasize the need to concentrate on task at all times, no matter how menial. Spoke with staff at morning meeting. <p>Investigation and corrective actions reviewed: OK to close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
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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 May 20	KB/PL	Monthly	<input type="checkbox"/>
Warehouse	N/A	- To be completed by May 20	JL/PL	Monthly	<input type="checkbox"/>
Mailroom	N/A	- Completed	CM	Monthly	<input checked="" type="checkbox"/>
Admin & Mezzanine Offices	N/A	- N/A (not required until re-opened next year)	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"/>
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6. EDUCATION AND TRAINING

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
JOHSC/LST training	N/A	Shane, Douglas and Adnan to sign up for training; will be manually added for Part 2A/2B- send Marena preferred dates	ALL	06-13-2024	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	06-13-2024	IP
University Services Bldg.(USB)/Campus Mail Renovation	4-11-2024	<p>USB building roof replacement-construction and noise concerns</p> <ul style="list-style-type: none"> Campus mail staff provided hard hats to keep on site at all times; loose pipe dropped on level 1 -stores due to roof replacement/renovation at USB Spoke with FABS to ensure the required PPE (hard hats, noise protection- over-ear) provided <p>May updates:</p> <ul style="list-style-type: none"> CAIRS will be completed for near miss- metal falling from ceiling No injuries, no one in the area at time of incident Metal pieces in ceiling will be replaced- work order placed with Building Ops. 	CM/DK/K A	06-13-2024	IP



7. ONGOING BUSINESS – Status of Action Items

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-5-09-2024-01	5-09-2024	CAIRS training session at Bookstore <ul style="list-style-type: none"> CAIRS overview will be provided for Bookstore and Campus mail to run through specific examples with tailored training on completing investigations and CAIRS reports. 	AM/ KA/CM	06-13-2024	IP

SUMMARY FOR THE JOHSC

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 NEW	<input checked="" 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		
	Bookstore Retail Floor, Mail room, Warehouse	1	3		
	Campus Mail Vehicle Inspections	Reported at the JOHSC	N/A		
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION			
	5-09-2024	<ul style="list-style-type: none"> Shane from Bookstore will join as JOHSC member-alternate for Ana. Adnan from Campus mail will join as JOHSC member-alternate for Chris. CAIRS training session at Bookstore- CAIRS overview will be provided for Bookstore and Campus mail to run through specific examples 			
SRS Email	Reviewed SRS Email.				

9. NEXT MEETING

Date:	June 13, 2024
Time:	10:50 AM



9. NEXT MEETING	
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