



## Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Candice Yiu, assumed the chair

Date: June 10, 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 hə́nqəmí́nə́m 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 ʃxʷhəleləm̓s tə kʷaʕkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
	Sue Damens (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Joanne Thember, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" 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"/>
	Jessica Sterman, <i>SHCS Compliance &amp; Claims System Associate</i>	SHCS Main Office	<input 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"/>
May Minutes Approved by co-chairs and attending members May 21 <sup>st</sup> .		<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
<b>NO CAIRS Reports submitted this month but there were three UBC-FA reports at centres with mini-investigations that were reviewed by members in attendance at this mtg. See summary of those reports below:</b>						
FA104285	05-27-2024	<b>Hummingbird/First aid only/Contusion/Hip</b> Worker was trying to tie back the wet branches of bamboo type of shrubs along the north fence line of the centre playground. Bamboo slipped in their hands and they took a step back on the wet ledge. Worker sat down hard on ledge on their backside. UBC-FA assessed. <b>Learnings:</b> <ul style="list-style-type: none"> <li>- Do an assessment of the task at hand and conditions you'll be working with/in before starting the task.</li> <li>- the idea was great but the wet conditions and state of the shrubs made doing the tie back a bit riskier.</li> </ul>	<input checked="" type="checkbox"/>	N/A	N/A	C
FA104304	06-07-2024	<b>Barish/ First Aid only/ Contusion/ Head</b> Child swung a metal water bottle as the worker was turning. Bottle struck worker in the head. <b>Action:</b> Worker was OK; no work accommodation required. <ul style="list-style-type: none"> <li>- Spoke with the staff about discouraging children from walking around with their bottles in their hand.</li> </ul>	<input checked="" type="checkbox"/>	N/A	N/A	C
FA104267	05-16-2024	<b>Huckleberry/ non-work related/ no hazard in the workplace</b> Health scare and shortness of breath for worker during shift. After UBC-FA assessed they had a bit of a flare up while carrying a child to change table. Worker is fine and self-monitoring, no accommodation at work required.	<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
iAuditor	03-14-2022	<ul style="list-style-type: none"> <li>- 26/29 in May</li> <li>- June Inspections expected by due date (20<sup>th</sup> of the month)</li> </ul>	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	01-02-2024	<ul style="list-style-type: none"> <li>- Vehicle inspections for buses; (2 buses) twice daily- going well!</li> <li>- Sometimes walk over to pick-up, may modify total numbers</li> </ul>	ALL/DH	Monthly	<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"> <li>- Georgina (Pioggia) successfully completed JOHSC training on May 14 &amp; 16<sup>th</sup> – Now a full member-alternate on JOHSC!</li> </ul>	ALL	07-08-2024	C

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"> <li>- Annie will attend June JOHSC as a guest!</li> </ul>	ALL	07-08-2024	Info Only
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"> <li>- Any blockage -submit work order to Lawron</li> <li>- Monitoring in-house by Facilities group based on their priority list and those centres are inspected more frequently.</li> <li>- Huckleberry outdoor pathway has a dip but may require significant work to rectify - at this time not a safety issue- hazard markers /cones available upon request</li> </ul>	ALL	N/A	C

NB-2024/05/13-01	2024/05/13-01	Sharps kits/Fire Safety Plan Updates: at all Centres- initially discussed at April manager meeting and brought to committee. <ul style="list-style-type: none"> <li>- Survey being sent out to all centres in June re sharps needs/assets and fire safety plans on sites.</li> <li>- Will have an inventory update and next steps for July</li> </ul>	SD/JT	07-08-2024	IP
<b>8. NEW &amp; OTHER BUSINESS (+ ROUNDTABLE)</b>					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-6-10-2024-01	2024/06/10	Erin Bowman provided an overview of how maintenance work in the playgrounds is followed up one when issues are raised at the centres: <ul style="list-style-type: none"> <li>- Supervisors to reach out to their managers with the landscaping issues and/or pruning requests</li> </ul>	EB	N/A	Info Only
<b>SUMMARY FOR THE JOHSC</b>					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	3 NEW- FA only (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	
	April		29	29	
	May		26	29	
	June			29	
Divisional learnings:	Date	DESCRIPTION			
	6-10-2024	<ul style="list-style-type: none"> <li>- No CAIRS reports but 3 UBC-FA callouts were reviewed by committee. Members were satisfied with the mini- investigations and FA responses. OK with not putting them into CAIRS.</li> <li>- CC group is proactive about working through concerns at centres re landscaping and drainage</li> <li>- Better weather conditions mean more day trips and walks with wagon...situational awareness is important!</li> </ul>			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email				

9. NEXT MEETING	
Date:	July 8, 2024
Time:	9:30 AM
Location:	Zoom Conference Call (Link in Agenda)

10. MEETING ADJOURNED	
Time:	10:13 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
- Sent out for posting in all CC Centres