



## Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Sue Damen, assumed the chair

Date: May 13, 2024

Time: 9:35 AM  
Location: Zoom Conference Call

### AGENDA:

1. Musqueam Land Acknowledgement
2. Roll Call
3. Review of Documents - 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 ʃxʷhələləm̓s 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" 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 checked="" 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"/>
Previous Month's Minutes Approved by the committee April 19 <sup>th</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>See Full CAIRS Summary Report (attached below Mtg. Minutes)</b>						
134355	2024-05-08	<p><b>Auklet/Incident only/struck by/R. elbow</b>  Staff was dressing children to go outside in the cubby room. While their back was turned a child, swinging the plastic chair in the cubby, accidentally struck the worker on their R elbow.  <b>Action:</b> Discussion at next staff meeting May 28, pic. provided</p> <ul style="list-style-type: none"> <li>• Worker was OK; no work accommodation required.</li> <li>• Safe placement for your body when there is potentially an unsafe situation in a smaller space.</li> <li>• Scanning the area / face the children /situational awareness is key to be able to respond appropriately.</li> <li>• The chair will remain in the cubby as it is the preferred option for assisting children at this centre.</li> <li>• If there is a situation where the chair becomes a hazard, it will be temporarily removed.</li> </ul> <p><b>Investigation &amp; Corrective actions reviewed-OK to Close</b></p> 	<input checked="" type="checkbox"/>	LM/SD	N/A	C

FA104187	2024-04-08	Minor cut to workers finger from sharp edge on inside of glass jar they were cleaning. UBC-FA attended / NO CAIRS required.	<input checked="" type="checkbox"/>	MW/JT	N/A	C
----------	------------	---	-------------------------------------	-------	-----	---

#### 5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
General Area Inspection	Ongoing	- 29/29 in April - All May Inspections expected by due date (20 <sup>th</sup> of the month)	ALL/DH	Monthly	<input checked="" type="checkbox"/>
		FYI Roll-out for new I-pads to all centres will be completed in June: - Rest of new tablets need safety culture app. / this will be added in by our IT group - CC email accounts will be updated and coordinated with Diane T. - all centres syncing devices in May - instructions forwarded	VL/KA/JT		
Vehicle Inspection	01-02-2024	- Vehicle inspections for buses in last period: 28 (2 buses)1-2 per day for each as used, based on operational requirements - going well! - Will have May #'s as of the 20 <sup>th</sup> (as per SHCS reporting cycle)	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	On going	- Georgina (Pioggia) to complete JOHSC training on May 14 &16 <sup>th</sup> - Marena helping with registration and certification collection	ALL	N/A	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"> <li>• Full roster of worker reps for the CC-LST: minimum 2 in attendance at each mtg. /all 4 are welcome as available</li> <li>• Georgina will join the JOHSC as member-alternate on our May 28<sup>th</sup> Mtg. after required training completed May 16.</li> </ul>	ALL	06-10-2024	IP
NB-2024/03/11-01	3-11-2024	<p><b>Preventative maintenance program for keeping drains on playground pathways clear</b> with Trades group: (May update from trades)</p> <ul style="list-style-type: none"> <li>- Claudia Popa, trades manager, advised that all team members on their side have received appropriate training.</li> <li>- Centres are requested to put in a W.O. request to their program manager if there are issues with plugged drains in their playgrounds in between regular inspections.</li> <li>- <b>Just waiting for clarity from Trades group as to the PM cycle (how often the drains are cleared) - keep open until June</b></li> </ul>	ALL	06-10-2024	IP
<b>8. NEW &amp; OTHER BUSINESS (+ ROUNDTABLE)</b>					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/05/13-01	2024/05/13-01	<p>Sharps kit at all Centres- brought up at April manager meeting. Asking for LST and Safety Team input on this issue.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• Assess needs and frequency of centres finding shards of glass, needles, etc. (email to all centres post mtg.)</li> <li>• JT/GP to confirm 3<sup>rd</sup> party and find out about central drop-off or appropriate process going forward</li> </ul>	SD/JT	06-10-2024	IP
NB-2024/05/13-02	2024/05/13-01	<p>Shoe For Crews (SFC)</p> <ul style="list-style-type: none"> <li>• Linda won a pair of shoes- fit great, good grip and excited to show them to the group!</li> <li>• SFC monthly giveaway and promotions discussed. Updates and monthly promotions info will be provided.</li> </ul>	MKS	06-10-2024	Info Only

SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 NEW CAIRS (CLOSED) 1 FA only report – no CAIRS required (CLOSED)	2/2	<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	
	March		29	29	
	April		29	29	
	May		26	29	
Divisional learnings:	Date	DESCRIPTION			
	5-13-2024	<ul style="list-style-type: none"> <li>- Georgina (Gigi) Le Flufy will join as the New JOHSC member alternate at May JOHSC!</li> <li>- Linda received her SFC shoes and excited about the program.</li> <li>- The last 5 new I-pads will be delivered to all centres in June /verification underway on back end that everything is uploaded and working properly</li> </ul>			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email				

#### 9. NEXT MEETING

Date:	<b>June 10, 2024</b>
Time:	<b>9:30 AM</b>
Location:	<b>Zoom Conference Call (Link in Agenda)</b>

#### 10. MEETING ADJOURNED

Time:	<b>10:25 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):

- All LST members/ SHCS JOHSC
- Sent out for posting in all CC Centres