



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:	May 1 2024	Time:	11:00 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 hə́nǵəmíhə́m speaking xʷməθkʷə́yəm (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 ʂxʷhəlelə́m̓s tə kʷaɬkʷəʔaʔt̓** ([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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Claims & Compliance 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 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
134308	2024-04-30	Fairview crescent/Incident only/Vehicle damage/no injury When maneuvering vehicle side mirror housing (driver's side) was cracked and damaged by hitting key box -Investigation and corrective actions pending- Open	<input type="checkbox"/> N/A	RA	06-05-2024	IP



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Donald Rix (Table below)	N/A	Inspection done – no action; no flagged items	Efrain	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspections	N/A	Records of vehicle inspections in Safety Culture- reported at the JOHSC	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	SG has registered for LST training and participating in June	SG	06-05-2024	IP
TCP Training	03-06- 2024	Traffic control training organized for newly hired staff <ul style="list-style-type: none"> Jas Basi to complete training in May Emily Liew added notification in WorkDay for certificate expiration 	All	06-05-2024	IP
Western Conference on Safety	03-06- 2024	SP and EJ attended Apr 19 <ul style="list-style-type: none"> Bullying and Harassment seminar; How to make JOHSC more interesting- stay focused on agenda and celebrate successes! 	All	N/A	C
JIBC Navigating Challenging Conversations Training	05-01- 2024	SG and SP attended- <ul style="list-style-type: none"> good workshop to identify intents and goals for the difficult conversation; speak to the message as intended without judgement 	All	N/A	C



7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership updates	Ongoing	No New	ALL	06-05-2024	IP
University Blvd. lot	1-03-2024	Experiencing problems in staircase @ University Blvd. lot – people using as toilet <ul style="list-style-type: none"> • JJ working with Campus and Community planning • Portable washrooms have been delivered for encampment set-up (short-term solution) • VL forwarded JJ with procedures used by SHCS Building Services for clean-up of biological waste • Chemicals used, and procedures are listed in the document – VL & JJ to connect 	RA/JJ	N/A	C
Uniforms	04-03-2024	In process of changing uniforms – <ul style="list-style-type: none"> • Maintenance staff requested shirts with UBC logos only- as to not be mistaken for parking enforcement officers • Enforcement officer shirts will include UBC parking logos • Shirts will be lighter, breathable; pants, jackets and outer layers options being reviewed. 	RA	06-05-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			
CAIRS review:	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
	NEW	1 NEW	N/A	<input checked="" type="checkbox"/>	<input 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
	Donald Rix	1	1
	Vehicle Inspections	Reported at the JOHSC	N/A
Good News & Safety Wins:	Date	DESCRIPTION	
	05-01-2024	- LST members had many opportunities to participate in safety & wellbeing training- Western Conference on Safety and JIBC Navigating Challenging Conversations Training - good feedback from seminars!	
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.		

9. NEXT MEETING

Date:	June 5, 2024
Time:	11:00 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)

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

10. MEETING ADJOURNED

Time:	11:31 AM
-------	----------

Inspection Schedule	Month	Area	Committee Member(s)
	January	Impound Office and washrooms	Sal
February	Rix Office	Roberto	
March	Access Desk Office / coin room	Sanjiv/Gabriel	
April	Meter shop and storage	Sal/Sanjiv	
May	Rix Office	Efrain/Gabriel	
June	Access Desk Office / coin room	Efrain/Jose	
July	Impound Office and washrooms	Sal	
August	Meter shop and storage	Sal/Sanjiv	
September	Access Desk Office / coin room	Efrain	
October	Rix Office	Roberto	
November	Meter shop and storage	Sal	
December	Access Desk Office / coin room	Roberto/Sanjiv	