



## 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:	June 7 2024	Time:	11:00 AM
		Location:	Zoom Conference Call (see details in Outlook invite sent to <a href="#">UBC FASMAIL</a> 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 hə́nqəmíhəm speaking xʷməθkʷəyəm (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 šxʷhəleləm̓s tə kʷaɫkʷəʔaʔt** ([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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Sanjiv Parhar	Impound	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gabriel Guzman	Maintenance/Meter Shop	<input checked="" 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 &amp; Compliance 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 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
		N/A	<input type="checkbox"/>			



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Access Desk Office /coin room (Table below)	N/A	Inspection being completed for June 20th	Efrain	Monthly	<input type="checkbox"/>
Vehicle Inspections	N/A	3 flagged all fixed 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/ re-certification <ul style="list-style-type: none"> <li>• JB to complete training on June 7th</li> <li>• EL added notification in WorkDay for certificate expiration</li> <li>• 1 day re-certification training at impound office for enforcement officers- successfully completed</li> </ul>	All	07-03-2024	IP

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	07-03-2024	IP



134308	2024-04-30	<b>Fairview crescent/Incident only/Vehicle damage/no injury</b> When maneuvering vehicle side mirror housing (driver's side) was cracked and damaged by hitting key box <b>Investigation and corrective actions pending- Closed</b> <ul style="list-style-type: none"> <li>Miscalculation when entering and scanning, CAIRS now closed</li> </ul>	RA/JJ	N/A	C
Uniforms	04-03-2024	In process of changing uniforms <ul style="list-style-type: none"> <li>Work group assembled to discuss options on outer layers</li> <li>Create a calendar event for every 2 years to make sure uniforms are updated</li> <li>Feedback from employees- may require shorts with pockets- and have been provided with Hi-VIS vests (required) with pockets</li> </ul> Heat exposure concerns addressed from Co-Chair email- provided hats with neck protection; sunscreen provided to all enforcement officers	RA	07-03-2024	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	0 NEW	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed: (Refer to Inspection Schedule below)	AREA/SAFETY MAINTENANCE	COMPLETED		TOTAL	
	Access Desk Office /coin room			2	
	Vehicle Inspections	Reported at the JOHSC		N/A	
Good News & Safety Wins:	Date	DESCRIPTION			
	06-07-2024	<ul style="list-style-type: none"> <li>Traffic Control Patrol (TCP) training completed</li> <li>During May Grad ceremonies- parking enforcement team and Campus security were able to act quickly during an unplanned traffic control disruption and divert traffic</li> </ul>			



		safely for this event - New vehicle added to the fleet- can be used for winter snow clearing-attachments: salt spreader and snow plow- goes easily into parkade
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.	

**9. NEXT MEETING**

Date:	July 3, 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:	11:20 AM
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Inspection Schedule	Month	Area	Committee Member(s)
	January	<b>Impound Office and washrooms</b>	Sal
	February	<b>Rix Office</b>	Roberto
	March	<b>Access Desk Office / coin room</b>	Sanjiv/Gabriel
	April	<b>Meter shop and storage</b>	Sal/Sanjiv
	May	<b>Rix Office</b>	Efrain/Gabriel
	June	<b>Access Desk Office / coin room</b>	Efrain/Jose
	July	<b>Impound Office and washrooms</b>	Sal
	August	<b>Meter shop and storage</b>	Sal/Sanjiv
	September	<b>Access Desk Office / coin room</b>	Efrain
	October	<b>Rix Office</b>	Roberto
	November	<b>Meter shop and storage</b>	Sal
December	<b>Access Desk Office / coin room</b>	Roberto/Sanjiv	