



Local Safety Team Meeting Minutes

Name of Team: Support Services

Chair(s): Michael Chow, Worker Rep* (assumed chair)
Shane Davies, Worker Rep.
Niloufar Rohani
Natalie Tole, Employer Reps.

Date: May 14 2024

Time: 1:30 PM
Location: Zoom

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 hənq̓əminəm 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 ʂxʷhəleləms 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 | Michael Chow, Assignment Coordinator | SHCS Main Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Shane Davies, Front Desk Services Coordinator (A) | Acadia/ Fairview | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Karina Wong, Assignment Coordinator (A) | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| | Vasya Molnar, Purchasing (A) | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| Employer Representatives | Lakshmi Sangaranarayanan, Director, Student Residences | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cicie Wong, Senior Financial Manager (A) | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| | Natalie Tole, Associate Director Residence Admissions & Admin [Co- Chair] | SHCS Main Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Nilou Rohani, Residence Life Manager | Marine Drive | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Cavell Au, Rooms Manager Conference and Accommodations | Exchange | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Charlene Chia, Residence Life Manager (Alt. for Nilou) | Place Vanier | <input type="checkbox"/> | <input type="checkbox"/> |
| Resources/ Guests | Gontran Paget, Senior Manager, Safety Management Systems | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| | Valerie Leung, Safety Advisor | SHCS Main Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Joanne Thember, Safety Advisor | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| | Jessica Sterman, Claims & Compliance Associate | SHCS Main Office | <input type="checkbox"/> | <input type="checkbox"/> |
| | Marena Sra, Safety & Claims Coordinator | SHCS Main Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Kate Allan, Safety Advisor | 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 |
| | | N/A | | | | |



| 5. REVIEW OF WORKPLACE SAFETY INSPECTIONS | | | | | | | | |
|---|------------|---|-------------------|-------------------|-------------|--------------------|-----------|---|
| Inspection Area | Date | Description of Hazards & Observations | | | Assigned To | Frequency | Completed | |
| Quarterly Inspections by Front Desk supervisors | 03-14-2022 | <ul style="list-style-type: none"> New quarterly cycle dates established by LST: | | | ALL | Quarterly schedule | IP | |
| | | Quarter | Start Date | End Date * | | | | Inspections by building |
| | | Q1 | 01-01-2024 | 03-20-2024 | | | | 11/11 (all completed by RFDSC by 04-20-2024) |
| | | Q2 | 04-01-2024 | 06-20-2024 | | | | /7 (by RFDSC) /3 (by Conf- Gage/ Vanier/Totem) Orchard (closed) |
| | | Q3 | 07-01-2024 | 09-20-2024 | | | | /8 (by RFDSC- Brock South opens front desk) /4 (by Conf- Gage/ Vanier/Totem/Orchard) |
| Q4 | 10-01-2024 | 12-10-2024 | /12 (by RFDSC) | | | | | |
| <p>*Note- Consideration to end dates based on cut-offs for the monthly Joint Health and Safety committee (JOHSC) meetings. -December JOHSC is rescheduled to the first 2 weeks of month. -Brock South will open front desk and 12 inspections for Q3/Q4</p> | | | | | | | | |

| 6. EDUCATION AND TRAINING | | | | | | | |
|---------------------------|------------|-------------------------------------|--|--|-------------|-------------------------|--------|
| Item # | Date | Discussion/Comments/Recommendations | | | Assigned To | Follow up: Date Pending | Status |
| New Member Training | 09-20-2022 | No new | | | ALL | 06-11-2024 | IP |



7. ONGOING BUSINESS – Status of Action Items

| Original Item # | Date | Action Plan | Assigned To | Follow up: Date Pending | Status |
|--------------------|------|--|-------------|-------------------------|--------|
| Membership updates | N/A | <ul style="list-style-type: none"> Assignment team roles for coordinators to change to entry-level managers- require new worker reps for JOHSC/LST. 3 new RFDSC expected in June (potential member-alternate for SD) | ALL | 06-11-2024 | IP |

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

| Item # | Date | Discussion and/or Action Items | Assigned To | Date to be Completed | Status |
|-----------------|-----------|---|-------------|----------------------|--------|
| NB-4-09-2024-01 | 4-09-2024 | <ul style="list-style-type: none"> Repeat intruder at Student residence- RCMP notice for 1 year has expired and staff are recording incidents for RCMP to re-issue intruder another notice. LST decided to keep item open for next month- no recent incidents to report | ALL | 06-11-2024 | IP |

SUMMARY FOR THE JOHSC

| | | | | | |
|------------------------|---|--|--------------------------|--------------------------|-------------------------------------|
| CAIRS review: | STATUS | DESCRIPTION/NUMBER | FA Called | OPEN | CLOSED |
| | NEW | 0 NEW | <input 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 | |
| | June 20- new quarterly cycle | | | 9 | |
| | Mobile overnight vehicle inspections | | Reported at JOHSC | N/A | |
| Good News/Safety Wins | Date | DESCRIPTION | | | |
| | 5-14-2024 | <ul style="list-style-type: none"> Move in/Move out went smoothly this year! Previous improvements with red carts and folding plastic trolleys have limited incidents! | | | |
| SRS Email | - <input checked="" type="checkbox"/> Reviewed SRS Email. | | | | |



| 9. NEXT MEETING | |
|-----------------|-----------------|
| Date: | June 11, 2024 |
| Time: | 1:30 PM |
| Location: | Zoom Conference |

| 10. MEETING ADJOURNED | |
|-----------------------|---------|
| Time: | 2:15 PM |

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