



Local Safety Team Meeting Minutes

Name of Team: Support Services

Chair(s): Shane Davies, Worker Rep.
Michael Chow, Employer Rep. * (assumed chair)

Date: June 11 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 hənqəmínəm 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 kʷaɫkʷəʔaʔɪ** ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Shane Davies	Acadia/ Fairview	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	RFDCS Worker Rep (A) for Shane-TBD	N/A	<input type="checkbox"/>	<input type="checkbox"/>
	Nei (Reneilwe) Nteta- joins LST on June 11, 2024	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Worker rep (A) for Nei- TBD	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Vasya Molnar (A)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Michael Chow	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Karina Wong (A) for Michael	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Cicie Wong (A)- left the LST on June 11, 2024	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Natalie Tole- left the LST on June 11, 2024	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Nilou Rohani	Marine Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cavell Au	Exchange	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Charlene Chia (A) 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



134536	06-03-2024	<p>WCS/Medical treatment/Pain on impact/L.Elbow, side Employee walking up steps and shoe caught in the step, while hands were in pockets so fell hard on left elbow and side. UBC-FA called to assess.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Check steps for rough edges and stair treads - Met with LD, BSM, to follow up with Trades mgr, CP - A metal strip or grinding down rough edges may be an option. LST reviewed investigation and corrective actions- OK to close 	<input checked="" type="checkbox"/>	N/A	N/A	C
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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																
		<table border="1"> <thead> <tr> <th>Quarter</th> <th>Start Date</th> <th>End Date *</th> <th>Inspections by building</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>01-01-2024</td> <td>03-20-2024</td> <td>11/11 (all completed by RFDSC by 04-20-2024)</td> </tr> <tr> <td>Q2</td> <td>04-01-2024</td> <td>06-20-2024</td> <td>3/7 (by RFDSC) /2 (by Conf- Gage/ Vanier); [Totem/ Orchard (closed)]</td> </tr> <tr> <td>Q3</td> <td>07-01-2024</td> <td>09-20-2024</td> <td>/7 (by RFDSC- Brock South opens front desk; Exchange desk closed) /4 (by Conf- Gage/ Vanier/Totem/Orchard)</td> </tr> </tbody> </table>				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	3/7 (by RFDSC) /2 (by Conf- Gage/ Vanier); [Totem/ Orchard (closed)]	Q3	07-01-2024	09-20-2024	/7 (by RFDSC- Brock South opens front desk; Exchange desk closed) /4 (by Conf- Gage/ Vanier/Totem/Orchard)
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		Q4	10-01-2024	12-10-2024	/11 (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, as Exchange desk closed to share desk with Saltwater and 11 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	Nei Nteta to participate in JOHSC training- reviewing date and will register accordingly. Marena will help in this process.	MKS/ New members	07-09-2024	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"> 3 new RFDSC expected in June @ Ponderosa, Marine Drive and Vanier (potential member-alternate for SD) 	ALL	07-09-2024	IP
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. Due to no recent incidents to report- LST voted ok to close 	ALL	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-6-11-2024-01	6-11-2024	<ul style="list-style-type: none"> West Coast Suites- stairs divot near entrance poses a safety issue Aggregate stone has chipped away and may require filling 	VL/LD	07-09-2024	IP



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
		<ul style="list-style-type: none"> LD, BSM informed of concerns from C&A and a request to have this fixed has been forwarded- pending information and response- LST kept item open 			
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 NEW	<input checked="" 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			
	6-11-2024	<ul style="list-style-type: none"> Nei Nteta joins the LST/JOHSC as worker rep! In-person JOHSC in June is a great introduction and all looking forward to it! 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING	
Date:	July 9, 2024
Time:	1:30 PM
Location:	Zoom Conference

10. MEETING ADJOURNED	
Time:	2:00 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