



Local Safety Team Meeting Minutes

Name of Team: Bookstore & Campus Mail

Chair(s): Kerry Boulton, Rotating Worker Reps.
Jeff Li* (assumed chair), Chris McCauley, Paola Lozano
Ana Munoz, Employer Rep

Date: July 11, 2024

Time: 10:30 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 hənq̓aminəm speaking x̣ẉməθḳẉəỵəm (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 ʃx̣ẉhələləm̓s tə ḳẉaɪḳẉəʔaʔɪ** ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Faryal Abu-Sharife JOHSC rep.	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Kerry Boulton (A)	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Paola Lozano (A)	Bookstore Retail Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Weldon Wong (A)	Bookstore Retail Floor	<input type="checkbox"/>	<input type="checkbox"/>
	Jeff Li [Co-Chair]	Bookstore Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bruce MacKay (A) (Jeff's LST alternate)	Bookstore Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
	Chris McCauley [Co-Chair] JOHSC rep.	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	David Wong JOHSC rep. (alternate) for Chris	Campus Mail	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Douglas Shimizu	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Munoz [Co-Chair] JOHSC rep.	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Shane Gopalsingh JOHSC rep. (alternate)	Bookstore	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Compliance & Claims Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety & Claims Coordinator</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" 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"/>
	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>

(A)=Alternate

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
134677	2024-06-25	<ul style="list-style-type: none"> Back strain @ the Bookstore after moving ~12-15 metal and leather chairs Employee had to move chairs in a space with tight and awkward space; no room for a dollie or other equipment 	<input type="checkbox"/>	N/A	N/A	C
134688	2024-06-26	<ul style="list-style-type: none"> Equipment fell on employee @ Campus Mail Employee was loading a heavy box into the transit which does not have a liftgate and as they moved it, the dollie rolled off the ramp onto the persons back leg 	<input type="checkbox"/>	N/A	N/A	C

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Bookstore Retail Floor	N/A	<ul style="list-style-type: none"> Edited the Bookstore template so the outside chair/table area is only reviewed by Office and Retail floor; the Warehouse does not inspect this When Campus Mail moves to the Bookstore, the team will do a review of all inspection templates to ensure they are reflective of the work done 	KB/PL	Monthly	<input checked="" type="checkbox"/>
Warehouse	N/A		JL/PL	Monthly	<input checked="" type="checkbox"/>
Mailroom	N/A		CM	Monthly	<input checked="" type="checkbox"/>
Admin & Mezzanine Offices	N/A		N/A	Every 2 Months (6x per year)	TABLED
Vehicle Inspections	N/A	Completed and process much improved for daily inspections	CM	Daily - reported Monthly	<input checked="" type="checkbox"/>



6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
JOHSC/LST training	N/A	<ul style="list-style-type: none"> Dave is registered for September 10th Douglas did 2A and is waiting on more Fall dates to complete the remainder 	ALL	08-08-2024	IP
CAIRS training	N/A	Tabled to Fall	ALL	08-08-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	6-16-2022	No new updates	ALL	08-08-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-7-11-2024-01	7-11-2024	Safety Tips poster: “Travelling to and from Work” reviewed	ALL	N/A	C

SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	2 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
	Bookstore Retail Floor, Mail room, Warehouse		3		3



7. ONGOING BUSINESS – Status of Action Items			
	Campus Mail Vehicle Inspections	Reported at the JOHSC	N/A
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION	
	7-11-2024	<ul style="list-style-type: none"> In the process of researching new dollies that are safer with brakes 	
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.		

9. NEXT MEETING	
Date:	August 8, 2024
Time:	10:30 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	
Time:	11:00 AM

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