



Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Sue Damen assumed the chair

Date: July 8, 2024

Time: 9:35 AM
Location: Zoom Conference Call

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 hən̓q̓əmi̓n̓əm 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 ʂxʷhələləm̓s tə kʷaʔkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Linda Fong [<i>JOHSC Member</i>]	Huckleberry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Annie Huang	Owl @ the Barn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Georgina Le Flufy [<i>JOHSC Member-Alternate</i>]	Pioggia	<input type="checkbox"/>	<input type="checkbox"/>
	Candice Yiu	Lilliput	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Erin Bowman [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sue Damens (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Joanne Thember, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>SHCS Safety and Claims Coordinator</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gontran Paget, <i>SHCS Senior Manager, Safety Management Systems</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>SHCS Compliance & Claims System Associate</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>SHCS 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"/>
June Minutes Approved by co-chairs and attending members July 8th.		<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
CAIRS Reports will be included in final minutes. See summary of those reports below:						
134716	05-15-2024	Huckleberry: overexertion/strain/chest (Medical Treatment): All corrective actions had been completed; the mgmt. team was happy with FA assistance. Supervisor to be mindful of clarity of communications with injured worker. LST okay to close.	<input checked="" type="checkbox"/>	N/A	N/A	C
134658	06-11-2024	Hummingbird: insect bite/allergy/hand (Time Loss): LST okay to close; this was a one-off event, no wasp nests were found on-site.	<input checked="" type="checkbox"/>	N/A	N/A	C
134596	06-12-2024	Pacific Spirit: Fall on same level/cut/knee (Incident only): FA was not called at the time of incident; this will be reminded to supervisors at next stand-up meeting. LST okay to close.	<input type="checkbox"/>	N/A	N/A	C
134638	06-17-2024	Barish: Fall on same level/strain/shoulder (Incident only): Corrective action re: sweeping of the logs, and confirmation of whether worker had gone to the doctor has not been received. LST agreed to leave this open; Sue to follow up.	<input checked="" type="checkbox"/>	N/A	08-12-2024	IP
134663	06-24-2024	Auklet: insect bite/finger (Incident only): Practicum student (unpaid; generally covered by their home school insurance) was attended by FA. Valerie to confirm if CAIRS should be submitted for unpaid practicum students.	<input checked="" type="checkbox"/>	N/A	08-12-2024	IP

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
iAuditor	03-14-2022	<ul style="list-style-type: none"> - 29/29 in June - July Inspections expected by due date (20th of the month) 	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	01-02-2024	<ul style="list-style-type: none"> - Vehicle inspections for buses; (2 buses) twice daily- going well! - Sometimes walk over to pick-up, may modify total numbers 	ALL/DH	Monthly	<input checked="" type="checkbox"/>

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
Safety Day	07-08-2024	All LST members and childcare staff are encouraged to attend all or part of UBC's Safety Day hosted on October 16 th (8am-3:30pm) [Supervisor approval required]	ALL	07-08-2024	C

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership update	11-14-2022	<ul style="list-style-type: none"> - No updates 	ALL	07-08-2024	Info Only
NB-2024/05/13-01	2024/05/13-01	Sharps kits/Fire Safety Plan Updates: at all Centres- initially discussed at April manager meeting and brought to committee. <ul style="list-style-type: none"> - Survey being sent out to all centres in June re sharps needs/assets and fire safety plans on sites. - Will have an inventory update and next steps for July - July update: centres have yet to decide on what sharps are typical (glass/needles, etc) 	SD/JT	07-08-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/07/08	07-08-2024	Safety Tips: Travelling to and from Work Poster (attached to agenda package) - Worker reps would like to see this poster shared with the centres; Valerie to work with Maggie to distribute.	ALL	N/A	Info Only

SUMMARY FOR THE JOHSC					
	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	5 NEW (2 OPEN); 2 FA	4/5	<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	
	May		26	29	
	June		29	29	
	July				
Divisional learnings:	Date	DESCRIPTION			
	7-08-2024	<ul style="list-style-type: none"> - Launch of the 'Zen Den'! - Opening of the new program at Brock in August 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email				

9. NEXT MEETING	
Date:	August 12, 2024
Time:	9:30 AM
Location:	Zoom Conference Call (Link in 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):

- All LST members/ SHCS JOHSC

10. MEETING ADJOURNED	
Time:	10:28 AM