



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:	July 3 2024	Time:	11:00 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 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 šxʷhəleləmís 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 & Compliance Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety & 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
134627	2024-06-18	Thunderbird Building A1 underground parking lot /Incident only/ MVA/ No injury Rear driver's side was hitting one of the pillars when the driver was backing out of the stall. Underground white pillars (covered)- this specific parking spot has	<input type="checkbox"/>	JJ	N/A	C



		a blind spot and specific restrictions noted for this space, have been documented. Vehicle damage no injury, JJ to enter actions discussed.				
134641	2024-06-19	Thunderbird Building A1-entrance to underground parking lot at rollup gate/Incident only/ MVA/ No injury Driver of the Bobcat did not stop when entering the underground parkade in Thunderbird Block 1000. As Bobcat driver approached the gate, the gate went down and crushed the windshield completely. Vehicle damage no injury, JJ to enter actions discussed. Note to park ToolCat in Tbird storage area/parkade	<input type="checkbox"/>	JJ	N/A	C
134657	2024-06-24	North Parkade/ Incident only/ MVA/ No injury Enforcement Officer was parked at North Parkade in one of the parking stalls. After doing the routine checks on the Auto Vu Computer, the officer was backing out of the stall and end up hitting or brushing the side of the car who came up behind the officer's car. Officer has been coached to prevent recurrence Reviewing practice at staff meeting	<input type="checkbox"/>	RA	N/A	C

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Impound office /washrooms (Table below)	N/A	Inspection being completed for July 20 th - may be completed July 2nd	Efrain	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspections	N/A	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 successfully completed LST training!	SG	08-07-2024	IP
TCP Training	03-06-2024	Traffic control training organized for newly hired staff/ re-certification -now all fully trained- 100% pass rate	ALL	N/A	C
Safety Day	07-03-2024	October 16 th – Register after confirming with supervisor. Half day sessions available.	ALL	08-07-2024	IP
JIBC Training	07-03-2024	October 24 th - confirmed	SG	08-07-2024	IP
Conflict Theatre	07-03-2024	Sal to confirm dates with presenter Tom	SG	08-07-2024	IP
Boom/scissor lift training	07-03-2024	Consolidate on summer training schedule	JJ	08-07-2024	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	08-07-2024	IP
Uniforms	04-03-2024	<p>In process of changing uniforms</p> <ul style="list-style-type: none"> • Work group assembled to discuss options on outer layers • Create a calendar event for every 2 years to make sure uniforms are updated • Feedback from employees- may require shorts with pockets- provided with Hi-VIS vests (required) with pockets <p>July updates:</p> <ul style="list-style-type: none"> • Fit issues now resolved for JB. • Meter jackets being ordered. 	RA	08-07-2024	IP



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Safety Tips poster	07-03-2024	<ul style="list-style-type: none"> Incident occurred following a workplace event, partnered with MarCom to develop an informative Poster "Safety Tips" Reminder to use Safety app/ Safe walk; Emergency contacts; SV Pro resources; Blue Phones directed to campus- wide security; 	N/A	N//A	C
CAIRS review:					
	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
	NEW	3 NEW	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed: (Refer to Inspection Schedule below)	AREA/SAFETY MAINTENANCE	COMPLETED	TOTAL		
	Impound Office	1	1		
	Vehicle Inspections	Reported at the JOHSC	N/A		
Good News & Safety Wins:	Date	DESCRIPTION			
	07-03-2024	<ul style="list-style-type: none"> Sal completed LST training JIBC Vehicle safety training scheduled for October Enforcement team fully equipped with sunscreen and neck protection 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING	
Date:	August 7, 2024
Time:	11:00 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	

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



Time: 11:30 AM

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