



Local Safety Team Meeting Minutes

Name of Team: Support Services

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

Date: July 9 2024

Time: 1:31 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 hə́nqəmínəm speaking x̣m̄əθk̄w̄əȳəm (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 ʃx̣w̄hələləm̄s tə k̄w̄aɫk̄w̄əʔaʔt̄ \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Shane Davies	Acadia/ Fairview	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Adam Skiland (A) for Shane- joins LST on July 9, 2024	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Nei (Reneilwe) Nteta	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Lagos (A) for Nei- joins LST on July 9, 2024	SHCS Main Office	<input checked="" 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"/>
	Nilou Rohani	Marine Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cavell Au	Exchange	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, Safety & Claims Coordinator	SHCS Main Office	<input type="checkbox"/>	<input checked="" 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
134711	06-27-2024	MD6 (3rd floor)/Incident only/Indoor Air quality issue/no injury	<input type="checkbox"/>	N/A	N/A	C



		<p>Intermittent strange, chemical type smell in the office. Has been on and off for a few months. SHCS FABS has tried unsuccessfully to find the source.</p> <p>Actions:</p> <ul style="list-style-type: none"> - SHCS FABS will continue to monitor and can be called back to investigate further to find the source. LST reviewed investigation and corrective actions- OK to close 				
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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	
		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				7/7 (by RFDSC) 2/2 (by Conf- Gage/ Vanier); [Totem/ Orchard (closed)]
Q3	07-01-2024	09-20-2024	1/7 (by RFDSC- Brock South opens front desk; Exchange desk closed) /4 (by Conf- Gage/ Vanier/Totem/Orchard)					



		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, Adam Skiland and Ana Lagos to participate in JOHSC training- reviewing date and will register accordingly. Marena will help in this process.	MKS/ New members	08-13-2024	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"> Ana Lagos and Adam Skiland join as member-alternates 3 new RFDSC expected in June @ Ponderosa, Marine Drive and Vanier 	ALL	08-13-2024	IP
NB-6-11-2024-01	6-11-2024	West Coast Suites- stairs divot near entrance poses a safety issue <ul style="list-style-type: none"> Divot was filled LST reviewed corrective actions- OK to close 	VL/LD	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-7-9-2024-01	7-9-2024	Safety Tips poster: "Travelling to and from Work" reviewed	ALL	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

SUMMARY FOR THE JOHSC

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 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	
	July 1- September 20- new quarterly cycle		1	11	
	Mobile overnight vehicle inspections		Reported at JOHSC	N/A	
Good News/Safety Wins	Date	DESCRIPTION			
	7-9-2024	<ul style="list-style-type: none"> Divot filled at West Coast Suites (WCS) Multiple new members including Nei Nteta, Ana Lagos and Adam Skiland! 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING

Date:	August 13, 2024
Time:	1:30 PM
Location:	Zoom Conference

10. MEETING ADJOURNED

Time:	2:00 PM
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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