



Local Safety Team Meeting Minutes

Name of Team:

Chair(s):

Date:

Time:
Location: 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 hənq̓əminəm speaking x̱məθḵw̱əy̱əm (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 ʃx̱w̱hələləm̱s tə ḵw̱aɪḵw̱əʔaʔɪ** ([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 checked="" type="checkbox"/>
	Kerry Boulton (A)	Bookstore Retail Floor	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Ana Munoz [Co-Chair] JOHSC rep.	Bookstore	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/ Guests	Shane Gopaulsingh JOHSC rep. (alternate)	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, Safety Advisor	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, Compliance & Claims 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"/>
	Gontran Paget, Senior Manager, Safety Management Systems	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, Safety Advisor	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, Safety Advisor	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
		N/A	<input type="checkbox"/>			

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- inspect areas at appropriate intervals. 	KB/PL	Monthly	<input checked="" type="checkbox"/>
Warehouse	N/A		JL/PL	Monthly	<input 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"> David Wong is registered for JOHSC training on September 10th Douglas S. did LST Part 2A training and is waiting on more Fall dates to complete the remainder Shane G. has registered for September JOHSC training dates 	ALL	09-19-2024	IP



6. EDUCATION AND TRAINING					
CAIRS training	N/A	Tabled to Fall	ALL	09-19-2024	IP
Safety Day	October 16th	Register for half day or full day session, after confirming with your supervisor, event capacity is full but can email to be added to waitlist.	ALL	09-19-2024	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	09-19-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Safety Day Awards	N/A	Reminder to vote for Safety day awards – SHCS JOHSC and Child Care LST nominated this year, voting starts August 5 th and ends Sept.5 th	ALL	N/A	C

SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	0 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	2	3		
	Campus Mail Vehicle Inspections	Reported at the JOHSC	N/A		
	Date	DESCRIPTION			



7. ONGOING BUSINESS – Status of Action Items		
Good news/ Success Stores/ Safety Wins!	8-16-2024	<ul style="list-style-type: none"> Chairs outside of bookstore changed to wooden picnic tables- much easier to inspect and no damage from the elements or visitors, not moved around or taken off-site High traffic area outside of Bookstore was cleaned and power-washed no tripping hazards Excited to attend Safety day!
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.	

9. NEXT MEETING	
Date:	September 19, 2024
Time:	10:30 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	
Time:	11:20 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