



Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Gigi assumed the chair

Date: August 12, 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 ʃxʷhələləm̓s 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
	Sue Damens (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	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 checked="" type="checkbox"/>	<input 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"/>
July Minutes Approved by co-chairs and attending members August 12th.		<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:							
134797	11-30-2023	Playground (unidentified): fall on same level/impact/knee (Inc. Only): LST okay with closing as this is an older incident that had been reported late and is now resolved.	<input type="checkbox"/>	n/a	n/a	C	
134778	07-12-2024	Pioggia: overexertion/strain/back (Time Loss): This worker is currently off work until the August program closure. LST would like to keep this report open to monitor status of staff.	<input checked="" type="checkbox"/>	Gigi	09-09-2024	IP	
134805	07-16-2024	Barish: struck/no injuries/chest (Inc. Only): Linda followed up with this staff's supervisor, they stated the unpredictability of this child has been an ongoing concern that they have been monitoring. LST okay to close.	<input checked="" type="checkbox"/>	n/a	n/a	C	
134844	07-22-2024	No building selected, outside playground by the wood log/giant stone: fall on same level/impact/knee (Inc. Only): Linda had followed up with staff, they are okay. In terms of corrective actions, the only thing they came up to discuss is to be aware of surroundings.	<input type="checkbox"/>	n/a	n/a	C	
134915	08-07-2024	Willow: strain/neck + shoulder (Time Loss): Erin suggests another corrective action could be added to this report/spoken with to staff member that the playground should be monitored for new hazards throughout the day. LST would like to keep open to monitor the health status of worker, as they're actively recovering at work.	<input checked="" type="checkbox"/>	Gigi/ Linda	09-09-2024	IP	

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
iAuditor	03-14-2022	- 29/29 in June - July Inspections expected by due date (20 th of the month)	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	01-02-2024	- Vehicle inspections for buses; (2 buses) twice daily- going well!	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	08-16-2024	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	N/A	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	Worker rep participation: - LST members have confirmed Nov 18 th will be the best date to reschedule the LST meeting in November (Annie & Candice will attend, as Gigi, and Linda are unavailable). - Workers to determine the remaining empty fields in the table over email.	ALL	N/A	Info Only
CAIRS 134638		Barish: Fall on same level/strain/shoulder (Incident only): worker went to doctor; sweeping of the logs. - Hazards have been resolved in this area. LST okay to close.	N/A	N/A	C

CAIRS 134663		<p>Auklet: Insect bite/ finger (Incident only): Practicum student was attended by FA- CAIRS required?</p> <ul style="list-style-type: none"> - Valerie has confirmed practicum students are covered for workplace injuries by the Ministry of Advanced Education. CAIRS are not required for practicum student incidents; however it is best practice, particularly where hazards are present for other staff. LST okay to close 	N/A	N/A	C
NB-2024/05/13-01	2024/05/13-01	<p>Sharps kits/Fire Safety Plan Updates: at all Centres- initially discussed at April manager meeting and brought to committee.</p> <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) <p>August update: Inventory has been asked for last month; Joanne and Valerie will be visiting the units this week to support various updates.</p>	VL	09-09-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/08/12	08-12-2024	<p>Safety Day awards- Reminder to vote for your LST nominated this year, starting on August 5th-Sept.5th: https://ubc.ca1.qualtrics.com/jfe/form/SV_6Au0Ke6cuu3Sn3g</p>	ALL	N/A	Info Only

SUMMARY FOR THE JOHSC

	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	5 NEW (2 OPEN)	3/5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	2 OLD (CLOSED)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	June		29	29	

	July	29	29
	August	TBD	
Divisional learnings:	Date	DESCRIPTION	
	8-12-2024	<ul style="list-style-type: none"> - The new 'Zen Den' has been nominated for a safety day award. - The new air conditioners at the units have come in super handy this month with the high temperatures! 	
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email		

9. NEXT MEETING

Date:	September 9, 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:	10:40 AM
-------	-----------------