



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:	August 7 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 šxʷhəleləm̓s 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Roberto Albertini [Chair]	Rix	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jose Jimenez (A)	Rix	<input 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 checked="" 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
134806	07-16-2024	OSB: MVA/no injury (Inc. Only): Corrective actions provided a fulsome summary of the incident, which was not at the fault of the parking staff; LST okay to close.	n/a	n/a	n/a	C



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Metershop and Storage Room (Table below)	N/A	Inspections have been completed this month for the Aug 20 th deadline; the storage room has now been re-purposed and will be called the 'Sign Shop' going forward. Val to update this change in the Safety Culture audit.	Sanjiv	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	No updates		09-04-2024	IP
Safety Day	07-03-2024	Reminder to LST: Occurring October 16 th – all spots now full, however you can add your name to the waitlist if you're still interested [Supervisor permission required].	ALL	n/a	C
JIBC Training	07-03-2024	October 24 th – confirmed August: no new updates	SG	09-04-2024	IP
Conflict Theatre	07-03-2024	Sal to confirm dates with presenter Tom. August update: no dates have been set yet.	SG	09-04-2024	IP
Boom/scissor lift training	07-03-2024	All workers got their certifications 2 years ago. Efrain has reported that his team is currently going through a refresher course, and that only a couple more staff are waiting to get re-certified.	JJ	09-04-2024	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>August update:</p> <ul style="list-style-type: none"> • The warm layer (jacket/fleece) have yet to be finalized; however the rest of the uniform pieces are no available. 	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 Day Awards	08-07-2024	Vote for LSTs August 5th- Sept 5: https://ubc.ca1.qualtrics.com/jfe/form/SV_6Au0Ke6cuu3Sn3g	N/A	N//A	C
NB-2024/08/07	08-07-2024	Speed radar installs: New speed radars have been installed on East Mall (NB), Rec Centre & Stadium Rd (SB), as traffic speed in these areas have been particularly problematic. Jose to confirm at the next meeting if data is being collected by the radar.	Jose	n/a	IP
NB-2024/08/07-01	08-07-2024	B4 Lot camera installs: Cameras have now been installed at the entrance/exit to capture the license plates of drivers.	n/a	n/a	Info Only
CAIRS Review Summary					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
	NEW	1 NEW (CLOSED)	N/A	<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	
	Metershop and Sign Shop	2		2	



(Refer to Inspection Schedule below)	Vehicle Inspections	Reported at the JOHSC	N/A
Good News & Safety Wins:	Date	DESCRIPTION	
	08-07-2024	<ul style="list-style-type: none"> - Updated & ongoing improvements to the driver safety training. - Roberto to share the new UBC 'Psychological Health and Safety 101' self-paced course with the Parking Team. 	
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.		

9. NEXT MEETING

Date:	September 4, 2024
Time:	11:00 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting 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):
Sent to all LSTs and SHCS JOHSC members

10. MEETING ADJOURNED

Time:	11:27 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 Sign Shop	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 Sign Shop	Sal/Sanjiv	
September	Access Desk Office / coin room	Efrain	
October	Rix Office	Roberto	
November	Meter shop and Sign Shop (*storage room has been repurposed)	Sal	
December	Access Desk Office / coin room	Roberto/Sanjiv	