



## Local Safety Team Meeting Minutes

Name of Team: Bookstore & Campus Mail

Chair(s): Kerry Boulton, Rotating Worker Reps.  
Jeff Li\* (assumed chair), Chris McCauley, Paola Lozano  
Shane Gopaulsingh, Ana Munoz, , Employer Reps.

Date: September 23, 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 hənq̓aminəm speaking x̣ẉməθḳẉəỵəm (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 šx̣ẉhələləms tə ḳẉaʔḳẉəʔaʔ \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Faryal Abu-Sharife <b>JOHSC rep.</b>	Bookstore Retail Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kerry Boulton (A)	Bookstore Retail Floor	<input 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 <b>[Co-Chair]</b>	Bookstore Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Chris McCauley <b>[Co-Chair] JOHSC rep.</b>	Campus Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	David Wong <b>JOHSC rep. (alternate) for Chris</b>	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Douglas Shimizu	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Munoz <b>[Co-Chair] JOHSC rep.</b>	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Shane Gopalsingh <b>JOHSC rep. (alternate)</b>	Bookstore	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Compliance &amp; Claims Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety &amp; 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"/>
	Valerie Leung, <i>Safety Advisor</i>	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"> <li>Leaks reported and mold on the carpet near emergency exit (possibly due to leaky skylight), textbook area and clothing rack on retail floor.</li> <li>Flagged with leak in warehouse (recurrence)</li> <li>Emergency exit stairs need to be cleared by Building Ops. Build-up near drain and needs to be cleared by Building Ops. Work orders to be submitted and usually addressed within 48 hrs.</li> <li>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.</li> </ul>	KB/PL	Monthly	<input checked="" type="checkbox"/>
Warehouse	N/A		JL/PL	Monthly	<input checked="" type="checkbox"/>
Mailroom	N/A		CM	Monthly	<input checked="" type="checkbox"/>
Admin & Mezzanine Offices	N/A		Douglas to be trained on Safety Culture by Jeff	Every 2 Months (6x per year)	<input type="checkbox"/>
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"> <li>Shane G. and David W. have registered for November JOHSC training dates</li> <li>Douglas S. will complete LST Part 2B training by end of October</li> </ul>	ALL	10-10-2024	IP
CAIRS training	N/A	<ul style="list-style-type: none"> <li>Discussed with Ana to set-up a date for 2<sup>nd</sup> week of October (1-hr session) with CAIRS test account</li> </ul>	ALL	10-10-2024	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
Fleet insurance/ ICBC	09-23-2024	<p><b>Driving off-campus using UBC fleet vehicle</b> CM Driver using fleet vehicle was involved in past incident <i>off-campus</i> and insurance submitted through ICBC, so there was a <b>note added to driver's personal record</b> - due to off-campus required to be submitted through ICBC for any fleet vehicle accidents, however personal premium is unaffected.</p> <p><b>Driving on campus using UBC fleet vehicle</b> No note on driver's personal record or premium affected, since this process is dealt with UBC's internal insurance process</p> <ul style="list-style-type: none"> <li>For any incident involving worker, or minor vehicle damage always report to supervisor to seek First Aid assessment and</li> </ul>	ALL	N/A	C



7. ONGOING BUSINESS – Status of Action Items						
		for your supervisor to notify and communicate the incident details with UBC Loss prevention insurance.				
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, Admin. Mezz offices		3	4		
	Campus Mail Vehicle Inspections		Reported at the JOHSC	N/A		
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION				
	9-23-2024	<ul style="list-style-type: none"> <li>The Bookstore experienced a very busy rush season and there were no incidents during this very busy time. Trend identified from previous year, and significant drop in incidents.</li> <li>Reconfiguring retail floor and refreshing shelving for standardized and safe shelves.</li> </ul>				
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.					

9. NEXT MEETING	
Date:	October 10, 2024
Time:	10:30 AM
Location:	Zoom Conference Call, until further notice (Link in Meeting Agenda)
10. MEETING ADJOURNED	
Time:	11:15 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