



## Local Safety Team Meeting Minutes

Name of Team:

Chair(s):

Date:

Time:   
Location:

### 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 kʷaʕkʷəʔaʔt](#) (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 Damen (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Valerie Leung, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>SHCS Compliance &amp; Claims System Associate</i>	SHCS Main Office	<input 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 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"/>
Previous Month's Minutes Approved	<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	
<b>See Full CAIRS Summary Report (attached below Mtg. Minutes)</b>							
135024	2024-08-29	<p><b>Lluvia /Admin Hub- no exact location/Incident only/ Overexertion/ R. Wrist + Shoulder</b></p> <p>Educator fell into sandbox hole. The worker walked into hole and tried to land safer using right hand. The landing was hard and injured R.wrist/shoulder.</p> <p>Child has ongoing project but at admin office – play area space is shared by several programs- encouraged to cover up holes. The location of the incident may be Lluvia, however not accurately captured in CAIRS process due to limited use of SHCS site – VL to send how to guide to managers</p> <p><b>Action:</b> Discussed with staff, cones can be used to mark holes We encourage children to cover up their digging, and teachers to make sure not to step in it.</p>	<input checked="" type="checkbox"/>	N/A	N/A	C	
FA 105461	08-14-2024	<p><b>Auklet/FA only/Struck by/ Contusion/Head</b></p> <p>Educator bumped their head on a low hanging branch in the willow hut, used for active play at Auklet play area.</p> <p>FA called to assess bump on the head.</p> <p><b>Action:</b> Conversation with the team about being aware of surroundings— in areas known to be smaller for adults.</p> <ul style="list-style-type: none"> <li>- Add a brightly coloured ribbon to mark low branch, may use flagging tape as a reminder for worker to be mindful of their body positioning.</li> </ul>	<input checked="" type="checkbox"/>	N/A	N/A	C	

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
iAuditor	03-14-2022	<ul style="list-style-type: none"> <li>- 29/30 in August (Salal was not completed by JOHSC cut-off)</li> <li>- September Inspections expected by due date (20<sup>th</sup> of the month)</li> </ul> <p><b>Valerie can drop by for a demo/refresher to answer any questions</b>  Comments: Candice described the inspection process as good overall but will gladly provide insights to help us improve the user experience- overall easy process, some questions are redundant (safety clutter) Wording is awkward when question posed to look for positive responses. I.e., Any concerns etc. if you answer “no” this gives the question a negative score.  <b>Action:</b> Candice will note the problematic questions in an email or screenshot questions  <b>Note:</b> Inspection checklists can be reviewed based on program input and can change questions as often as necessary</p> <p>Linda conducts inspection walkarounds with other educators, and collaborative inspections with others to ask for input</p> <ul style="list-style-type: none"> <li>- This is a called a work practice inspection (WSBC Section 3.3), when asking someone to collate and provide others observations. Questions often asked: “What doesn’t make sense here?”</li> </ul>	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	01-02-2024	<ul style="list-style-type: none"> <li>- Vehicle inspections for buses; (2 buses) twice daily.</li> <li>- Kids club bus inspections regularly conducted</li> </ul>	ALL/DH	Monthly	<input checked="" type="checkbox"/>

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
LST training	07-10-2023	- Etovre Vese may participate in LST training, for an overview of inspections and investigations.	ALL	10-07-2024	IP
CAIRS training		CAIRS reports- Steps to be reviewed by program managers- training to be discussed with senior educators Screen grab of this section and using arrows to mark and discuss site location in CAIRS, may be necessary Training proposed- supervisor meeting to be discussed - Location Information may be missing and CAIRS system administrator can address these changes within the system.	ALL	10-07-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership update	11-14-2022	<ul style="list-style-type: none"> <li>New member Etovre Vese, Program manager to join in October, as an employer representative.</li> </ul> Worker rep participation: <ul style="list-style-type: none"> <li>LST members have confirmed the remaining empty fields in the table over email.</li> </ul>	ALL	10-07-2024	IP
NB-2024/05/13-01	2024/05/13-01	<b>Sharps program</b> – this is a formal program requiring a process for collection using needle removal tool kits and proper disposal. - Campus security FA is trained in sharps removal and communicable disease prevention <ul style="list-style-type: none"> <li>Flagging tape can be used by educators to mark the hazard and immediately reported to campus security</li> <li>Educators commented, they are often in external play areas and near schools and find at most, 1 needle/year. They are required under licensing to inspect and survey</li> </ul>	ALL	10-07-2024	IP

		places kids play and pick up anything which may cause harm or pose as a health risk. <b>Action:</b> Flagging tape (approx. 10 rolls) will be ordered by SHCS Safety to be distributed at all programs and added to kits by educators  <b>For any broken glass in centres, (i.e., glass ware, Tupperware)</b> <ul style="list-style-type: none"> <li>Tongs and containers/buckets can be used for glass /sharp metal pick up and throw away in garbage</li> </ul>			
134778	07-12-2024	<b>Pioggia: overexertion/strain/back (Time Loss):</b> Worker had medical note and was off during program closure. Worker returned to work after closure, however their medical restriction couldn't be accommodated as it directly impacted the program. Worker is still off work and working closely with WPH services, as the WSBC claim is pending.	N/A	N/A	C
134915	08-07-2024	<b>Willow: strain/neck + shoulder (Time Loss):</b> Worker missed 1-2 days, and has returned to work. The corrective actions have been reviewed and the team of educators at Willow, will do their best to support dysregulated child. The child often displays unpredictable body movements during emotional states, and team will support child and help them move body safely. This plan is going well, and team is reminded to not put themselves at risk.	N/A	N/A	C
<b>8. NEW &amp; OTHER BUSINESS (+ ROUNDTABLE)</b>					
<b>Item #</b>	<b>Date</b>	<b>Discussion and/or Action Items</b>	<b>Assigned To</b>	<b>Date to be Completed</b>	<b>Status</b>
		N/A			
<b>SUMMARY FOR THE JOHSC</b>					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 NEW; 1 FA only (CLOSED)	2/2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	2 OLD (CLOSED)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	

completed:	August (Salal was incomplete)		29	30
	September			30
Divisional learnings:	Date	DESCRIPTION		
	09-09-2024	<ul style="list-style-type: none"> <li>- The Child Care LST won a safety achievement award at the upcoming Safety Day event!</li> <li>- Programs and areas recognize complex challenges and create wins for both the child and parents.</li> <li>- Educators are actively demonstrating their ability to develop successful and sustainable plans to support the child at our programs.</li> </ul>		
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email			

#### 9. NEXT MEETING

Date:	October 7, 2024
Time:	9:30 AM
Location:	Zoom Conference Call (Link in Agenda)

#### 10. MEETING ADJOURNED

Time:	10:25 AM
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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
- Sent out for posting in all CC Centres