



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:	September 4 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Roberto Albertini [Chair]	Rix	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jose Jimenez (A)	Rix	<input checked="" 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 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"/>
	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
		No New				



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Access Desk and Coin Room (Table below)	N/A	The storage room has been re-purposed and will be called the 'Sign Shop' going forward. Val to update this change in the Safety Culture	Efrain	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		10-02-2024	IP
Psychological Wellbeing 101	07-03-2024	Reminder to LST: Enroll in the course and provide your feedback at the upcoming JOHSC. Can enroll anytime.	ALL	10-02-2024	IP
JIBC Training	07-03-2024	October 24 th – confirmed with 17 participants from parking enforcement and access desk, with 3 from the Okanagan parking enforcement team	SG	10-02-2024	IP
Conflict Theatre	07-03-2024	Sal to confirm dates with presenter Tom. Final dates are pending	SG	10-02-2024	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. New hire to be trained and contact information will be forwarded to VL.	JJ	10-02-2024	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	10-02-2024	IP
Uniforms	04-03-2024	In process of changing uniforms <ul style="list-style-type: none"> The warm layer (jacket/fleece/vests) are being finalized; collecting sizes from staff. The ordering process is flexible and don't have to order in bulk 	RA	10-02-2024	IP
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. GG comments: speed radar used at East mall – cars are going above speed limits,	RA	10-02-2024	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. At Place Vanier- License plate detection and camera sensors being used (12-16ft) range	RA	10-02-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/09/04-01	09-04-2024	Sharing Vehicles between staff- discussion should be had to determine if rear-view camera and back-up sensors should be turned on/off (discussion with drivers) Hard to see and shouldn't change sensitivity settings on equipment without notifying other drivers of those vehicles. Discussion should be had with all drivers to develop a common set of practices.	N/A	N//A	C



SUMMARY FOR THE JOHSC

	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
CAIRS review:	NEW	0 NEW	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed: (Refer to Inspection Schedule below)	AREA/SAFETY MAINTENANCE	COMPLETED	TOTAL		
	Access Desk and Coin Room	2	2		
	Vehicle Inspections	Reported at the JOHSC	N/A		
Good News & Safety Wins:	Date	DESCRIPTION			
	09-04-2024	<ul style="list-style-type: none"> - JumpStart was successful with the multi-unit efforts, resulting in no incidents at Move-in- maintenance staff involved in setting-up and traffic control! - Image Day events were successful despite many road closures with minimum impact on traffic- ran very smoothly 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING

Date:	October 2, 2024
Time:	11:35 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
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	Month	Area	Committee Member(s)
Inspection Schedule	October	Rix Office	Roberto
	November	Meter shop and Sign Shop (*storage room has been repurposed)	Sal
	December	Access Desk Office / coin room	Roberto/Sanjiv