



Local Safety Team Meeting Minutes

Name of Team: Support Services

Chair(s): Shane Davies, Worker Rep.
Michael Chow, Employer Rep. * (assumed chair)

Date: September 10, 2024

Time: 1:35 PM
Location: Zoom

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 hən̓q̓əmin̓əm speaking x̱məθkʷəy̓əm (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 ʂxʷhələləm̓s tə kʷaɫkʷəʔaʔt̓ \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Shane Davies	Acadia/ Fairview	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Adam Skiland (A) for Shane	Walter Gage	<input type="checkbox"/>	<input type="checkbox"/>
	Nei (Reneilwe) Nteta	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Pedroza Lagos (A) for Nei	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Vasya Molnar (A)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Michael Chow	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Karina Wong (A) for Michael	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Nilou Rohani	Marine Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cavell Au	West Coast Suites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Charlene Chia (A) for Nilou	Brock Commons	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Gontran Paget, Senior Manager, Safety Management Systems	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, Safety Advisor	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, Claims & Compliance Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, Safety & Claims Coordinator	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, Safety Advisor	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						IP = In Progress
Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up: Date Pending	Status
135015	2024-08-27	Rose Garden Parkade/Incident only/Caught in/ Finger Residence Advisor's (RA) finger got pinched while putting up the tent for residence move-in day central check-in setup at the Rose Garden. They informed	<input checked="" type="checkbox"/>	N/A	N/A	OK to close



		Residence Life Manager (RLM) and First Aid was called to assess. RLM checked in with RA several times during shift and RA noted no longer any concerns with finger. Actions: Tent was inspected, in good operational shape and free of any defects. Staff on-site were reminded to take care when folding the tent to ensure that their fingers were free from the collapsible components (i.e. similar to how one would not put their finger between a door a door frame when closing a door). Additionally, staff were offered heavy duty gloves (ANSI A3).				
134990	2024-06-03	West Coast Suites office/Medical Treatment/ Repetitive motion/Arm Ergonomic on-set sore right forearm and elbow from repetitive motion and using new mouse. FA declined by worker, sought out medical treatment Action: Replace mouse with Microsoft Sculpt ergonomic wireless mouse and use a wrist pad, being monitored and can consult UBC Ergonomist, Abigail.	<input type="checkbox"/>	N/A	N/A	OK to close
135069	2024-09-02	MD4/Incident only/Fall on same level/Knee Staff tripped on outdoor step while heading to Marine Drive Commonsblock for a work meeting; unfortunate mistep while walking on a sidewalk Action: No further actions required, VL to follow up with RLM. Site assessed no problems identified on sidewalk.	<input checked="" type="checkbox"/>	N/A	N/A	OK to close



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS								
Inspection Area	Date	Description of Hazards & Observations			Assigned To	Frequency	Completed	
Quarterly Inspections by Front Desk supervisors	03-14-2022	<ul style="list-style-type: none"> New quarterly cycle dates established by LST: 			ALL	Quarterly schedule	IP	
		Quarter	Start Date	End Date *				Inspections by building
		Q3	07-01-2024	09-20-2024				/11 (by RFDSC) For next year in Q3 Cavell's team will conduct 4 inspections at the end of August (by Conf- Gage/ Vanier/Totem/Orchard)
Q4	10-01-2024	12-10-2024	/11 (by RFDSC)					
<p>*Note- Consideration to end dates based on cut-offs for the monthly Joint Health and Safety committee (JOHSC) meetings. -December JOHSC is rescheduled to the first 2 weeks of month. -Brock South will open front desk, as Exchange desk closed to share desk with Saltwater and 11 inspections for Q3/Q4</p>								

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	09-20-2022	Nei Nteta registered for September training, Adam Skiland and Ana PedrozaLagos to be registered for November JOHSC training- reviewing dates and Marena will help in this process.	MKS/ New members	10-08-2024	IP
Safety Day	08-13-2024	Registration is now closed, and the waitlist is open. Confirm you're your supervisor, and email (safety.risk@ubc.ca) to be included on waitlist for October 16 th event.	ALL	10-08-2024	IP



6. EDUCATION AND TRAINING

7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership updates	N/A	<ul style="list-style-type: none"> No New 	ALL	10-08-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		No New	ALL	N/A	C

SUMMARY FOR THE JOHSC

	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	3 NEW	<input checked="" 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	
	July 1- September 20- new quarterly cycle			11	
	Mobile overnight vehicle inspections		Reported at JOHSC	N/A	
Good News/Safety Wins	Date	DESCRIPTION			
	09-10-2024	<ul style="list-style-type: none"> Nei to complete JOHSC training on September 12th-feedback was good overall. Move -in was successful and took a multi-unit effort, with Parking services and 13 new staff! Great documentation of CAIRS incidents, as this unit doesn't often have many incidents North parkade re-opens, and traffic control officer is stationed at busy crosswalks- signs posted to safety re-direct patrons to south exit near West Coast Suites, as the pedestrian walkway is still underway. 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				



9. NEXT MEETING	
Date:	October 8, 2024
Time:	1:30 PM
Location:	Zoom Conference

10. MEETING ADJOURNED	
Time:	2:00 PM

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