



## Local Safety Team Meeting Minutes

Name of Team:	Bookstore & Campus Mail	Chair(s):	Jeff Li* (assumed chair), Rotating Worker Reps. Chris McCauley, Paola Lozano, Kerry Boulton
			Shane Gopaulsingh, Ana Munoz, Employer Reps.
Date:	October 10, 2024	Time:	10:30 AM
		Location:	Zoom Conference Call (see details in Outlook invite sent to <a href="#">UBC FASMAIL</a> 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 ḳẉaλ̣ḳẉəʔaʔ \(The Houses of the Ones Belonging to the Saltwater\)](#) 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Paola Lozano (A)	Bookstore Retail Floor	<input 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</b> ] <b>JOHSC rep.</b>	Campus Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	David Wong <b>JOHSC rep. (alternate)</b> for Chris	Campus Mail	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Douglas Shimizu	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ana Munoz [ <b>Co-Chair</b> ] <b>JOHSC rep.</b>	Bookstore	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/ Guests	Shane Gopaulsingh <b>JOHSC rep. (alternate)</b>	Bookstore	<input checked="" 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	
135283	10-04-2024	<p><b>USB/ Incident only/ Fall on Same Level/ Hand and Arm</b></p> <ul style="list-style-type: none"> <li>Worker was sorting mail at the front table turned around to walk away and tripped over a mail bin that was on the floor behind the worker put hands out to break fall landed on hands and got up with a reverse push-up. First aid was called and provided a cold compress between shoulder blades.</li> <li><b>Reminder:</b> Make sure that the area your working has no tripping hazards around you and don't step over items go around.</li> </ul>	<input checked="" type="checkbox"/>	AV	N/A	C	
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 a leak in the warehouse (recurrence)-ongoing when repairs completed- may be condensation from the pipe.</li> </ul>	KB/PL	Monthly	<input checked="" type="checkbox"/>		
Warehouse/ Storage (Mezzanine)	N/A		JL/PL	Monthly	<input checked="" type="checkbox"/>		
Mailroom	N/A		CM	Monthly	<input checked="" type="checkbox"/>		



Admin (downstairs offices) & Accounting Offices	N/A	<ul style="list-style-type: none"> <li>Emergency exit stairs (West-end near compactor) need to be cleared by Building Ops. Build-up near drain and <b>Hazmat concern- used needles</b> needs to be cleared by appropriately trained Building Ops. Team.</li> <li>When Campus Mail moves to the Bookstore, the team will review of all inspection templates in November to ensure they are reflective of the work done- inspect areas at appropriate intervals.</li> </ul>	DS	Monthly	<input type="checkbox"/>
Vehicle Inspections	N/A	Complete 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>	New members	11-14-2024	IP
CAIRS training	N/A	<ul style="list-style-type: none"> <li>Discuss with Ana to set-up a date for November (1-hr session) with CAIRS test account</li> </ul>	KA	11-14-2024	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	11-14-2024	IP

#### 8. NEW & OTHER BUSINESS (+ ROUNDTABLE)



7. ONGOING BUSINESS – Status of Action Items						
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status	
		N/A				
SUMMARY FOR THE JOHSC						
CAIRS review:	STATUS	DESCRIPTION/NUMBER		FA Called	OPEN	CLOSED
	NEW	1 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		
	Bookstore Retail Floor, Mail room, Warehouse		3	3		
	Campus Mail Vehicle Inspections		Reported at the JOHSC	N/A		
Good news/ Success Stores/ Safety Wins!	Date	DESCRIPTION				
	10-10-2024	<ul style="list-style-type: none"> <li>Attending Safety day! SHCS won a safety achievement award.</li> <li>Bookstore coordinated giveaways for Safety Day- Blankets this year!</li> </ul>				
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.					

9. NEXT MEETING	
Date:	November 14, 2024
Time:	10:30 AM
Location:	Zoom Conference Call/ UBC Bookstore
10. MEETING ADJOURNED	
Time:	10:50 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