



Local Safety Team Meeting Minutes

Name of Team: Child Care

Chair(s): Georgina Le Flufy, assumed the chair

Date: October 7, 2024

Time: 9:30 AM
Location: Zoom Conference Call

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 kʷaʔkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Linda Fong <i>[JOHSC Member]</i>	Huckleberry	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Melanie Walters [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sue Damens (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
	Nicole Farrell (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Etovre Vese (A) [Rotating Co-Chair]	CC Admin – Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Valerie Leung, <i>SHCS Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Jessica Sterman, <i>SHCS Compliance & 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 checked="" 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
See Full CAIRS Summary Report (attached below Mtg. Minutes)						
135109	2024-09-13	<p>Hummingbird / Incident only/ Struck Against/ Head Worker was visiting program and went into the environment to observe. As the worker stood up from bending to look in the basket they banged their head on the overhead shelf cabinet.</p> <p>Action: Discussed at Manager's meeting, agreed that a visible marker will be created and that workers will be introduced to the risk created by shelf during their orientation onboarding.</p> <ul style="list-style-type: none"> • Team will create a visual maker to heighten awareness of the shelf • Strung lights hanging down to improve visibility • Discussed not setting up display under the cupboards 	<input checked="" type="checkbox"/>	N/A	N/A	C
135121	2024-09-13	<p>Auklet/Incident only/Caught in/ Contusion/Fingers Practicum student was exiting the kitchen and pinched their finger in the kitchen door when it closed</p> <p>Action: Reminded to have their eyes on closing doors and to ensure they are taking their time Supervisor spoke with the student about how to keep their body safe on the job, underlying factors may have contributed to the incident</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
135129	2024-09-16	<p>Kittiwake/ Incident only/Sharp contact/Fingers Educator was removing rotten wood from the yard and picked up a piece of wood with rusty nails sticking out slightly</p>	<input checked="" type="checkbox"/>	N/A	N/A	C

		scraping two fingers on left hand. First Aid was called for an assessment and recommended tetanus shot. Tetanus shot was received within 48 hours. Occupational Preventive Health (OPH) was involved in follow up, and reviewed CAIRS to leave internal notes, for monitoring worker immunization records: https://hr.ubc.ca/health-and-wellbeing/physical-wellbeing/occupational-preventive-health Action: Discussed with Kittiwake team to check rotting wood for hazards before picking it up for work order placed.				
135235	2024-09-25	Auklet/ Incident only/Stuck by/Nose and face When the worker hugged the child, the child bumped their head into the worker's face hitting the bridge of their nose and right side of their face. Action: Spoke with the worker about how to position their body out of the line of fire. How to anticipate body positioning to ensure their body stays safe in case a child moves in an unanticipated way.	<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	Action: Candice noted the problematic questions in an email Note: Inspection checklists can be reviewed based on program input and can change questions as often as necessary Update: Candice reviewed new wording and repetitive wording was improved!	ALL/DH	Monthly	<input checked="" type="checkbox"/>
Vehicle Inspection	01-02-2024	- Vehicle inspections for buses; (2 buses) twice daily. - Kids club bus inspections regularly conducted	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	11-18-2024	IP
CAIRS training	09-09-2024	CAIRS reports- Steps to be reviewed by program managers- training to be discussed with senior educators for January 2025 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	TABLED	IP
HOP	10-07-2024	Human and Organizational Performance (HOP) resources shared by Gontran. Discussed 5 HOP Principles in reference to CAIRS investigation. Dr. Todd Conklin's 5 Principles of HOP: 1. "Human error is normal." 2. "Blame fixes nothing." 3. "Learning is vital." 4. "Context drives behavior." 5. "How you respond to failure matters." Nicole to share resources at upcoming Manager's meeting.	N/A	N/A	C

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"> New member Etovre Vese, Program manager joins, as an employer representative. 	ALL	11-18-2024	IP

		<p>Worker rep participation:</p> <ul style="list-style-type: none"> LST members to confirm participation in the table sent by email. 			
NB-2024/05/13-01	05-13-2024	<p>Sharps program – this is a formal program requiring a process for collection using needle removal tool kits and proper disposal.</p> <p>- Campus security FA is trained in sharps removal and communicable disease prevention</p> <ul style="list-style-type: none"> Flagging tape can be used by educators to mark the hazard and immediately reported to campus security 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 places kids play and pick up anything which may cause harm or pose as a health risk. <p>Action: Flagging tape (approx. 10 rolls) will be ordered by SHCS Safety to be distributed at all programs and added to kits by educators</p> <p>For any broken glass in centres, (i.e., glass ware, Tupperware)</p> <ul style="list-style-type: none"> Tongs and containers/buckets can be used for glass /sharp metal pick up and throw away in garbage <p>Reminder to report any worker injury or incidents to First Aid: 604-822-4444 and always call 911 for an emergency.</p>	ALL	11-18-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			

SUMMARY FOR THE JOHSC

	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	4 NEW (CLOSED)	4/4	<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
	September		29	31
	October			31
Divisional learnings:	Date	DESCRIPTION		
	10-07-2024	<ul style="list-style-type: none"> - New member Etovre, Employer rep. has joined the LST! - Gigi did a great job chairing the LST meeting- Group led great discussions and resource sharing! - Reminder to assess how we use our spaces, for new worker orientations conduct walk-throughs and flag discrete hazards - CC program alerted First aid for a “minor” scratch, which led to worker receiving their tetanus shot within 48hrs. 		
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email			

9. NEXT MEETING

Date:	November 18, 2024
Time:	9:30 AM
Location:	Zoom Conference Call (Link in Agenda)

10. MEETING ADJOURNED

Time:	10:30 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