



## 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:	October 3, 2024	Time:	11:00 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 hə́nǵəmíhə́m 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 ʂxʷhəleləm̓s 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Jessica Sterman, <i>Claims &amp; Compliance 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"/>
	Kate Allan, <i>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"/>

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
Donald Rix (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	ALL	11-06-2024	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 Training completed by – Roberto, Jose, Sanjiv, Marcy, Sal, and Gabriel	ALL	N/A	C
JIBC Training	07-03-2024	October 30 <sup>th</sup> – confirmed with 17 participants from parking enforcement and access desk, with 3 from the Okanagan parking enforcement team	ALL	11-06-2024	IP
Conflict Theatre	07-03-2024	Sal to confirm dates with presenter Tom. Final dates are pending.	SG	11-06-2024	IP
Boom/scissor lift training	07-03-2024	New hires from maintenance to be trained and contact information will be forwarded to VL. Scheduled with external trainer and keeping records- Pivot works with Arts, Athletics, and Trades- contact info to be forwarded by Kate to Jose. Purchasing a boom lift and reviewing quotations; considering requirements for scheduled PM with purchased equipment vs. rented equipment	JJ	11-06-2024	IP
Work Culture Workshop	10-03-2024	Oct 8th at 12:30pm with Jen Dowdeswell Participants: Enforcement and Maintenance staff	ALL	11-06-2024	IP
Gossip Workshop	10-03-2024	Nov 13 <sup>th</sup> Participants: Enforcement Staff	ALL	11-06-2024	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	11-06-2024	IP
Uniforms	04-03-2024	In process of <b>changing uniforms</b> <ul style="list-style-type: none"> <li>Winter jackets- looking for affordable options               <ul style="list-style-type: none"> <li>To discuss alternatives used by Campus security</li> </ul> </li> <li>The ordering process is flexible and don't have to order in bulk</li> </ul>	RA	11-06-2024	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 confirmed data is being collected by the radar in area of installation, and can be moved to monitor for 3-4 months at each suggested location	RA	N//A	C
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 Request for these cameras on service vehicles only , and to be used in residence areas near Place Vanier to monitor	RA	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/10/03-01	10-03-2024	<b>Sign shop- Air quality concerns- Drake truck idling near shop</b> <ul style="list-style-type: none"> <li>The sign shop work area, has no open windows for ventilation of this space. Drake tow truck idles outside of the shop and diesel engine exhaust is problematic for staff in the sign shop.</li> <li>A previous complaint was recorded and Drake was contacted to ensure no truck idling in the area. However the driver has since changed.</li> </ul>		11-06-2024	IP



		<p>Course of action:</p> <ul style="list-style-type: none"> <li>This item has been raised at LST and will be discussed at the management or JOHSC level, if this problem persists.</li> </ul> <ol style="list-style-type: none"> <li>Sign shop will create signs for “No idling in this area” since workers are directly affected</li> <li>Remind new driver to turn off vehicle when parked near shop</li> <li>Roberto will send an email to the manager at Drake, as this effects our staff working in this area</li> </ol> <ul style="list-style-type: none"> <li>Sensors for continuous monitoring for acceptable carbon monoxide levels from incomplete combustion and contaminants can be used.</li> <li>This will be controlled at the facility level, since the collection of reading from sensors will not significantly impact the required course of action, as outlined above.</li> </ul>	Roberto		
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	First Aid called	OPEN	CLOSED
	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		
	Rix Office		1		
	Vehicle Inspections	Reported at the JOHSC	N/A		
Good News & Safety Wins:	Date	DESCRIPTION			
	10-03-2024	<ul style="list-style-type: none"> <li>Great training lined up for both enforcement and maintenance staff!</li> <li>New speed radars have been installed on East Mall (NB), Rec Centre &amp; Stadium Rd (SB), as traffic speed in these areas have been particularly problematic.</li> <li>Data is being collected by the radar in area(s) of installation, and can be moved to monitor and collect readings for 3-4 months at each suggested location!</li> </ul>			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				



9. NEXT MEETING	
Date:	<b>November 6, 2024</b>
Time:	<b>11:00 AM</b>
Location:	<b>Zoom Conference Call, until further notice (Link in Meeting Agenda)</b>
10. MEETING ADJOURNED	
Time:	<b>11:27 AM</b>

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

Inspection Schedule	Month	Area	Committee Member(s)
	October	<b>Rix Office</b>	Roberto
November	<b>Meter shop and Sign Shop</b> (*storage room has been repurposed)	Sal	
December	<b>Access Desk Office / coin room</b>	Roberto/Sanjiv	