



Local Safety Team Meeting Minutes

Name of Team: Support Services

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

Date: October 8 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 hən̓q̓əmin̓əm̓ 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 kʷaɫkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Shane Davies	Acadia/ Fairview	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" 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 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						IP = In Progress
Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up: Date Pending	Status
135174	2024-09-19	Henry Angus Building/Medical Treatment/Fall on Same level/ Ankle Employee was walking alone towards University Commons. Individual took the side diagonal path to	<input checked="" type="checkbox"/>	N/A	N/A	OK to close



		put something in the garbage and rolled their ankle on an elevated concrete slab where it met with the grass. First aid was called at 4:37pm and transported to UBC Hospital for further assessment. Actions: Send a service request to Building Operations to visit the site to see if the concrete can be fixed/replaced.				
135181	2024-09-23	Thunderbird/Incident only/Fall from elevation/ Hand Worker was walking up the stairs from the underground parking lot and slipped on the stairs. They hit their knee and the palm of their hand when they fell. Action: SHCS Plumbers have been working at the leak at the time of the incident and has since been resolved Continue to monitor the area for recurrence. Worn off paint will be addressed following repairs.	<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: <table border="1"> <thead> <tr> <th>Quarter</th> <th>Start Date</th> <th>End Date *</th> <th>Inspections by building</th> </tr> </thead> <tbody> <tr> <td>Q4</td> <td>10-01-2024</td> <td>12-17-2024</td> <td>/11 (by RFDSC)</td> </tr> </tbody> </table> <p>*Note- Consideration to end dates based on cut-offs for the monthly Joint Health and Safety committee (JOHSC) meetings. -VL to send reminder in November, most likely to complete them in November, based on schedules.</p>	Quarter	Start Date	End Date *	Inspections by building	Q4	10-01-2024	12-17-2024	/11 (by RFDSC)	ALL	Quarterly schedule	IP
Quarter	Start Date	End Date *	Inspections by building										
Q4	10-01-2024	12-17-2024	/11 (by RFDSC)										



6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	09-20-2022	Adam Skiland and Ana PedrozaLagos registered for November JOHSC training- reviewing dates and Marena will help in this process.	MKS/ New members	11-12-2024	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	11-12-2024	IP
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"> Ana is taking an employer position and can alternate at the JOHSC. A new worker representative- alternate will be asked to join LST. 	ALL	11-12-2024	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					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	2 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	



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Good News/Safety Wins	Date	DESCRIPTION
	10-08-2024	<ul style="list-style-type: none"> Safety Day is coming up and Shane is registered to attend!
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.	

9. NEXT MEETING

Date:	November 12, 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