



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHCS JOHSC

Worker Co-Chair: Susan Kelly\*  
Employer Co-Chair: David Kiloh

Date: August 27, 2024

Time: 1:35 PM  
Location: Zoom conference

### AGENDA:

<ol style="list-style-type: none"> <li>1. Musqueam Land Acknowledgement</li> <li>2. Roll Call</li> <li>3. Determination of Quorum</li> <li>4. Record of Distribution</li> <li>5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>6. Additional Agenda Items &amp; Approval of Agenda Review</li> <li>7. Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>9. Review Education and Training</li> <li>10. Ongoing Business – Status of Action Items (includes review of previous minutes)</li> <li>11. Tabled Business- Status of Tabled Items to be added to Ongoing business</li> <li>12. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>13. New and Other Business</li> <li>14. Next Meeting</li> <li>15. Meeting Adjournment</li> </ol>
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### 1. MUSQUEAM LAND ACKNOWLEDGEMENT

Inclusion is one of the cornerstones of this committee’s values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee’s commitment to inclusion.

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓n̓ərn̓ 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 ʃxʷhələləms tə kʷaλkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL						
Worker Representatives	Union / Association	Associated LST	Work Location	Present	Regrets	Absent
Faryal Abu-Sharife, <i>Asst. Retail Floor and Online Store Supervisor</i>	CUPE 116	Bookstore & Campus Mail Services	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McCauley, <i>Mail Distribution Coordinator</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Wong, <i>Mail truck driver (A)</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fong – <i>ECE Childcare</i>	BCGEU	Child Care	Huckleberry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgina Le Flufy <i>(A)</i>	BCGEU	Child Care	Pioggia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, <i>Supervisor [Co-Chair]</i>	CUPE 116	Food Services	OK/Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillip Wong, <i>Senior Supervisor (A)</i>	CUPE 116	Food Services	OK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, <i>Electrician (A)</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Kupillas, <i>Head Tradesperson</i>	CUPE 116	Operational Services	SHCS Trades Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherrylyn Navarrete, <i>Supervisor</i>	CUPE 116	Operational Services	Acadia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dharma Velu, <i>Supervisor (A)</i>	CUPE 116	Operational Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efrain Jimenez, <i>Parking Compliance Officer (A)</i>	CUPE 116	Parking & Access Desk	Impound Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabriel Guzman, <i>Parking Facilities Maintenance</i>	CUPE 116	Parking & Access Desk	Meter Shop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nei Nteta, <i>Assignment Coordinator</i>	CUPE 2950	Support Services	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ana PedrozaLagos, <i>Assignment Coordinator (A)</i>	CUPE 2950	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shane Davies, <i>Front Desk Service Coordinator</i>	CUPE 116	Support Services	Acadia Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adam Skiland, <i>Front Desk Service Coordinator (A)</i>	CUPE 116	Support Services	Walter Gage/ Brock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasya Molnar, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* (A) – Alternate member



Employer Representatives	Associated LST	Work Location	Present	Regrets	Absent
Karen Vaughan, Child Care Director	Child Care	Child Care Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diane Tannahill, Child Care (A)	Child Care	Child Care Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Speight, Executive Chef and Culinary Director	Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Food Services Director (A)	Food Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kiloh, Facilities & Building Services Director [Co-Chair]	Operational Services	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Auffray, Manager, Meetings Spaces /Support Services	Operational Services	Conferences & Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberto Albertini, Parking Operations Manager	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jose Jimenez, Op. Facilities Manager (A)	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakshmi Sangaranarayanan, Student Residence Director (A)	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, Assistant Manager, Residence Assignments and Administration	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Munoz, Bookstore Operations Manager	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shane Gopaulsingh, Bookstore Store Manager (A)	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Associated LST	Work Location	Present	Regrets	Absent
Marena Sra, Safety & Claims Coordinator	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, OH&S Compliance & Claims Associate	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, Senior Manager, Safety Management Systems	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Thember, Safety Advisor left the JOHSC on August 27th	Resource	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Allan, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. DETERMINATION OF QUORUM</b>					
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);					



c. At least half of the members must be worker representatives;		
Is there quorum for this meeting? <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. RECORD OF EMAIL DISTRIBUTION		
DOCUMENT	DATE	
SHCS LST's August 2024 Minutes and Incident Reports	8/23/2024	
JOHSC July 2024 Draft Minutes	8/23/2024	
JOHSC August 2024 Agenda	8/23/2024	
SRS Co-Chair Email	8/23/2024	

5. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes	Moved by: <u>Linda Fong</u>	Seconded by: <u>Dharma Velu</u>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

6. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
• Approval of Agenda	Moved by: Phillip Wong	Seconded by: Dharma Velu
6A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
-No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



**7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*For any general CAIRS information that requires discussion or action, please record under "New Business" e.g., make note of trends etc. Any incident-specific items and follow up requests are to be listed below*)

(\* See Legend at end for Priority and Status Codes)

Review of LST Summaries from the Previous Month's  
Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents

Unit	CAIRS Reports (July- August)	First Aid (FA) Breakdown	Open CAIRS Summary
Bookstore & Campus Mail Services	0 NEW; 0 OLD	N/A	Chris M.- Nothing to report
Child Care	5 NEW (2 OPEN); 2 OLD (CLOSED) <b>CAIRS 134778</b> <b>Pioggia: overexertion/strain/back (Time Loss):</b> This worker is currently off work until the August program closure. LST will keep this report open to monitor status of staff <b>CAIRS 134915</b> <b>Willow: strain/neck + shoulder (Time Loss):</b> E.B. suggests additional corrective action: the playground should be monitored for new hazards throughout the day. LST would like to keep open to monitor the health status of worker, as they're actively recovering at work.	First Aid called: 3/5 Worker declined :1 Delayed reporting: 1	Linda F., Gigi L.- CAIRS remain open and good discussion at LST re overexertion and reminders to monitor conditions. As a committee of record, we discuss the CAIRS to share learnings and corrective actions.
Food Services	6 NEW (CLOSED); 0 OLD	First Aid called: 4/6 Not called: 2	Phillip W.- All closed, nothing remarkable to report, eye wash stations discussed at LST
Operational Services	5 NEW (CLOSED); 1 OLD (CLOSED)	First Aid called: 2/5 Worker declined: 1 Delayed reporting: 2	Dharma V.- All closed, Supervisor have to call First Aid (FA) for all incidents for FA to assess and provide treatment to the worker.



**7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

Parking Services & Access Desk	1 NEW (CLOSED); 0 OLD	N/A- Vehicle Damage	Valerie L.- Vehicle damage, no injury reported Chris M.- Does ICBC leave notes on driver's record? Similar CAIRS incident occurred in Campus Mail and being handled by Insurance & Loss Prevention but resulted in a note on driver's personal record.
Support Services	0 NEW; 0 OLD	N/A	Michael C.- No new incidents and LST discussions went well.

**8. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

*Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)*

No actionable items noted

**Summary Review of all Unit Inspection Areas**  
**Trends identified at the LST- detailed corrective actions in LST minutes**

Unit	Inspections Completed in August	Findings?
Bookstore & Campus Mail Services	2/3	Susan K.- 1 inspection pending- (Warehouse inspection not completed this month).
	46 Campus Mail Vehicle Inspections	
Child Care	29/30 Programs (Heron's landing now being inspected)	Linda F.- Child care centers re-opened after a week off and inspections were completed, with 1 pending.
	14 Child Care Vehicle (Bus) Inspections	
Food Services	10/10 Total open locations (Harvest & Hero at Brock now being inspected)	Phillip W.- Eye wash stations and fluid being inspected and newly added to monthly inspections in relation to CAIRS 134847 at Totem re chemical in the eye- discussed at LST this month.
	36 Vehicle Inspections	



8. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)			
Operational Services	9/11 Building services (Thunderbird and Orchard pending) 1/5 Trade shops	Les K.- Trade shops were not inspected due to high call to actions with work orders. Carpentry shop was inspected and others will be completed for the next month.	
	Vehicle Inspections: <ul style="list-style-type: none"> <li>• Trades: 368</li> <li>• Conferences &amp; Accommodations vehicles: Van 5/Car 1</li> </ul>		
Parking & Access Desk Services	2/2 [Meter Shop/ Sign Shop]	Susan K.- All completed	
	191 Vehicle Inspections		
Support Services	2 New (not due until next quarter)	Susan K.- Not due this quarter, and overnight mobile team inspecting regularly	
	82 Vehicle Inspections (Overnight Mobile Team)		

\* GI – General Inspection

9. REVIEW EDUCATION AND TRAINING (General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24-05-28-01	E	Shane Gopaulsingh to complete JOHSC training on September 12 <sup>th</sup>	ALL	11-22-2024	IP
ED-24-06-25-01	E	David Wong to complete JOHSC training on September 12 <sup>th</sup>	ALL	11-22-2024	IP
ED-24-06-25-02	E	Nei Nteta to complete JOHSC training on September 12 <sup>th</sup>	ALL	09-12-2024	IP
ED-24-07-23-01	E	Ana PedrozaLagos to complete JOHSC training on September 12 <sup>th</sup>	ALL	11-22-2024	IP



ED-24-07-23-02	E	Adam Skiland to complete JOHSC training on September 12 <sup>th</sup>	ALL	11-22-2024	IP
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\* ED – Education and Training

**10. ONGOING BUSINESS – Status of Action Items**

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Review Membership	C	- No New	ALL	09-24-2024	IP

\* ED – Education and Training \* GI – General Inspection \*NB – New Business

**11. TABLED BUSINESS**

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Reviewed	Date to be Completed	Status
BERP	C	- BERPS template pending further updates, tabled	ALL	TABLED	09-24-2024	IP

**12. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g., WorkSafeBC)**

Item # (Use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
202416973064A	E	<p>Description: <b>Incident not related to SHCS</b></p> <p>On July 3, 2024, WorkSafeBC officers conducted an inspection at the UBC Botanical Garden as concerns were raised about the safety of a scaffold.</p> <ul style="list-style-type: none"> <li>o There was one (1) order issued to the University.</li> <li>o <u>Order #1 – Scaffold and General Duties:</u></li> </ul> <p>An order was issued under section WCA21(2)(e) which states, “An employer must provide to the employer's workers the information, instruction, training, and supervision necessary</p>	N/A	JULY 5, 2024	N/A	C





		to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.”  JOHSC/LST General Learnings/Discussion Points: o Incident discussed by JOHSC, not related to SHCS				
202416973060B	E	Description: <b>Incident not related to SHCS</b> o This follow-up Inspection Report accepted compliance measures taken to the orders issued on June 21, 2024, related to an incident involving a horizontal metal band saw. o A Notice of Compliance and 30-day Full Investigation reports were submitted to WorkSafeBC outlining the immediate and planned actions to achieve compliance to the following orders: o <u>Order #1 - Safe Work Procedures:</u> The employer submitted written safe work procedures, including lockout procedures. o <u>Order #2 - Waste Material:</u> The employer confirmed the removal of accumulated metal chips from the band saw. • JOHSC/LST General Learnings/Discussion Points: o Incident discussed by JOHSC, not related to SHCS	N/A	JULY 22, 2024	N/A	C

**13. NEW & OTHER BUSINESS**


- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/08/27-01	C	<b>UBC Fleet insurance (University-owned and leased vehicles)</b> Does ICBC typically leave notes on driver’s record? A similar CAIRS incident occurred in Campus Mail and was being handled by Insurance & Loss Prevention but resulted in a note on the driver’s personal record.	CM/KA	09-24-2024	IP



		<ul style="list-style-type: none"> <li>Insurance &amp; Loss Prevention manages the insurance for all university-licensed vehicles, and all faculty, staff, and students authorized to drive on UBC business. This insurance includes collision, liability, and comprehensive coverage on owned and leased vehicles.</li> <li>Vehicle operators must report all collisions and damage. A report can be made by completing the <a href="#">UBC Fleet Motor Vehicle Accident/Damage Report (PDF)</a>, which must be signed by the driver and the head of the driver's department and submitted to <a href="#">Insurance &amp; Loss Prevention</a> within 48 hours of the incident.</li> <li>For more information, visit: <a href="https://srs.ubc.ca/insurance/insurance-programs/automobile-insurance/">https://srs.ubc.ca/insurance/insurance-programs/automobile-insurance/</a></li> </ul>									
NB-24/08/27-02	E	<b>Safety Day Awards- Vote for your JOHSC (Vehicle Safety program) and Child Care LST (Mental health initiative)-</b> voting open until September 5th! Direct link: <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_6Au0Ke6cuu3Sn3g">https://ubc.ca1.qualtrics.com/jfe/form/SV_6Au0Ke6cuu3Sn3g</a>	ALL	N/A	C						
NB-24/08/27-03	E	<b>Shoes for Crews (SFC)-</b> July online draw winners: Celia McGrath (FABS) & Monica Sunner (Student Residence- Front desk at Thunderbird) <ul style="list-style-type: none"> <li>SFC provide great service to get reliable and quality footwear; compliant with safety legislation and great options for anti-slip footwear!</li> </ul>	ALL	N/A	E						
NB-24/08/27-04	E	Safety Wins-by LST/SHCS unit to be introduced at every JOHSC <table border="1" data-bbox="533 971 1486 1406"> <thead> <tr> <th>Unit</th> <th>Safety Wins</th> </tr> </thead> <tbody> <tr> <td>Bookstore &amp; Campus Mail Services</td> <td> <ul style="list-style-type: none"> <li>Chris M.- New tables and chairs outside of bookstore changed to wooden picnic tables- much easier to inspect and no damage from the elements or visitors, not moved around or taken off-site</li> <li>High traffic area outside of Bookstore was cleaned and power-washed no tripping hazards</li> <li>Excited to attend Safety Day!</li> </ul> </td> </tr> <tr> <td>Child Care</td> <td> <ul style="list-style-type: none"> <li>Linda F.- Child Care centres re-opened after a week off</li> </ul> </td> </tr> </tbody> </table>	Unit	Safety Wins	Bookstore & Campus Mail Services	<ul style="list-style-type: none"> <li>Chris M.- New tables and chairs outside of bookstore changed to wooden picnic tables- much easier to inspect and no damage from the elements or visitors, not moved around or taken off-site</li> <li>High traffic area outside of Bookstore was cleaned and power-washed no tripping hazards</li> <li>Excited to attend Safety Day!</li> </ul>	Child Care	<ul style="list-style-type: none"> <li>Linda F.- Child Care centres re-opened after a week off</li> </ul>	ALL	N/A	E
Unit	Safety Wins										
Bookstore & Campus Mail Services	<ul style="list-style-type: none"> <li>Chris M.- New tables and chairs outside of bookstore changed to wooden picnic tables- much easier to inspect and no damage from the elements or visitors, not moved around or taken off-site</li> <li>High traffic area outside of Bookstore was cleaned and power-washed no tripping hazards</li> <li>Excited to attend Safety Day!</li> </ul>										
Child Care	<ul style="list-style-type: none"> <li>Linda F.- Child Care centres re-opened after a week off</li> </ul>										



			<ul style="list-style-type: none"><li>- Gigi L.- The new space is a quiet place for educators to unwind and de-sensitize has been nominated for a safety day award. Please vote by September 5<sup>th</sup>!</li><li>- The new air conditioners at the units have come in super handy this month with the high temperatures!</li></ul>			
		Food Services	<ul style="list-style-type: none"><li>- Phillip W.-Totem loading dock project completed- Special thanks to Susan and Olaf for bringing this concern to our attention, and our colleagues in Parking: Jose Jimenez and Terrence Hui for their support and getting this project completed!</li></ul> 			
		Operational Services	<ul style="list-style-type: none"><li>- Monthly inspection templates regularly reviewed and updated</li><li>- Safety is involved in Food Services leadership training! Great send-off for Joanne by Food services group at her last in-person LST, including a nice tribute from Guest-Loriann McGowan, and LST members!</li></ul>			
			<ul style="list-style-type: none"><li>- Monthly inspection templates regularly reviewed and updated, for example: expired eye wash station fluid</li></ul>			



		<p>Parking &amp; Access Desk Services</p> <ul style="list-style-type: none"> <li>- Updated &amp; ongoing improvements to the driver safety training</li> <li>- Roberto to share the new UBC 'Psychological Health and Safety 101' self-paced course with the Parking Team</li> </ul>			
		<p>Support Services</p> <ul style="list-style-type: none"> <li>- New front desk opened at Brock Commons to support residents at Brock and Exchange</li> <li>- Totem and Place Vanier changed access from codes to Staff card prox. access to increase security by ensuring doors are secured and closed</li> </ul>			
		<p>ALL</p> <ul style="list-style-type: none"> <li>- JumpStart went very well, Parking coordinated well and controlled traffic throughout campus!</li> <li>- All hands on deck, supporting the operations of this vast campus and Parking will attend next meeting with representation from both worker and employer safety committee members.</li> </ul>			
NB-24/08/27-05	E	<p>SRS Email: Reviewed and Safety Day award voting discussed. To be added to the waitlist for Safety Day (Wed. Oct 16<sup>th</sup>) please email: <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a></p> <p>Gontran P.- There will be light representation at Safety Day from SHCS not due to lack of willingness to participate but time obligation- due to running our various operations. These dedicated SHCS staff are not able to plan months in advance and commit until closer to the date.</p> <ul style="list-style-type: none"> <li>- Next year we plan to request open seats (full day and half-day sessions) and allocate tickets within SHCS to secure participation at this safety event for our members.</li> </ul>	ALL	N/A	E

\*NB – New Business

14. NEXT MEETING	
Date:	September 24, 2024
Time:	1:30 PM
Location:	Ponderosa Ballroom
15. MEETING ADJOURNED	
Time:	2:10 PM



**LEGEND**

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP
- Responsible Managing Director
- All JOHSC members
- Co-Chairs- sent for approval prior to distribution for posting.
- Internal Communications Person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted in all relevant areas each month.