



## Local Safety Team Meeting Minutes

Name of Team: Operational Services

Chair(s): Rob Harley, Worker Rep\* (assumed chair)  
Bennett Macken, Worker Rep.  
Raul Fortiz; Karen Woodford  
Johanna Webber, Employer Rep.

Date: May 9 2023

Time: 10:00 AM  
Location: Ponderosa 17th floor Sky Lounge Boardroom

### 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, you can say:

“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓nə́h 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 ʂxʷhələləms tə kʷaʔkʷəʔaʔt](#) ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



1. MUSQUEAM LAND ACKNOWLEDGEMENT				
2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Rob Harley, <i>Trades group (electrician)</i> [Co-chair]	Facilities and Building Services @ T-Bird Res.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bennett Macken, <i>House-staff group</i>	Conferences and Accommodations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leslie Kupillas, <i>Head Tradesperson</i>	Trades	<input type="checkbox"/>	<input type="checkbox"/>
	Sarah Brown, <i>Storeperson</i>	SHCS Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Teo Basas, <i>Utility Worker</i>	SHCS Main office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Dharma Velu, <i>Assistant Housekeeping Supervisor (A)</i>	(PM) Acadia, Totem, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Cherrylyn Navarrate, <i>Assistant Housekeeping Supervisor</i>	Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Inderjit Nagra, <i>Assistant Housekeeping Supervisor (A for Cherrylyn)</i>	Acadia	<input type="checkbox"/>	<input type="checkbox"/>
Kulvinder Hira, <i>Service Worker</i>	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Employer Representatives	Raul Fortiz, <i>BSM</i> [Co-chair]	Ponderosa Commons / T-Bird Residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sandra Yallop, <i>BSM</i>	Walter Gage and Brock Commons	<input type="checkbox"/>	<input type="checkbox"/>
	Karen Woodford, <i>BSM (A)</i>	Orchard Commons	<input type="checkbox"/>	<input type="checkbox"/>
	Johanna Webber, <i>Assoc. Director Building Services</i>	Exchange Residence	<input type="checkbox"/>	<input type="checkbox"/>
	Andrew Powter, <i>Assoc. Director</i>	Thunderbird Office	<input type="checkbox"/>	<input type="checkbox"/>
	Claudia Popa, <i>Trades Manager</i>	Thunderbird Office	<input type="checkbox"/>	<input type="checkbox"/>
	Winnie Wan, <i>Housekeeping Manager</i>	Conferences & Accommodations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources	Gontran Paget, <i>SRS, SHCS Health and Safety Manager</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>SRS Health and Safety Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>SRS Health and Safety Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Safety and Claims Associate</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety and Claims Coordinator</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kate Allan, <i>SRS Health and Safety Associate</i>	SHCS Main Office	<input checked="" 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"/>
Previous Month's Minutes		<input checked="" type="checkbox"/>
Minutes Posted		<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
131196	2023-04-18	Totem Park/ Incident only/ Repetitive Motion/Back Strain/ Back Have conversation with employee. Remind them the importance of stretching beforehand and taking breaks as needed. Estimated Completion Date: 2023-04-26 Final Actions Taken: Had conversation with employee	<input checked="" type="checkbox"/>	N/A	N/A	C
131268	2023-04-30	tə ʃxʷhələləm̓s tə kʷaʎkʷəʔaʔt (Saltwater)/Incident only/ Fall From Elevation/ Pain from Impact/ Knee Possible site- inspection to complete investigation and corrective actions, CAIRS quick guide to follow	<input checked="" type="checkbox"/>	N/A	N/A	C
131125	2023-04-03	Vanier/Time Loss/ Repetitive Motion/Tendinitis, Tenosynovitis/ Hand and Arm Question staff as to whether they foresee any issues with performing the task conditions	<input type="checkbox"/>	N/A	N/A	C



		Estimated Completion Date: 2023-04-07 Final Actions Taken: Discussion of exact questions to ask when assigning 3 hours of pressure				
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5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
I Auditor	05-10-2022	Kate will update a question on the housekeeping template (issue with Y/N coloring).  Area inspections to be in by the 20 <sup>th</sup> . Same with vehicle.	JW/KA	Monthly	<input checked="" type="checkbox"/>
Vehicle inspections	08-09-2022	PM shift drivers to completed daily vehicle inspections; carpet truck inspection to be flushed and taken into service regularly.  Kate will add a QU about mileage (optional response) to the monthly vehicle inspection template.	RH	Monthly	<input checked="" type="checkbox"/>
Warehouse inspection	08-09-2022	Separate inspections– Carpentry shop, SB/LK to provide full list of areas/ hazards (stop saw, sawdust- combustible dust, etc) 2 areas 1. General Inspection: Store Room 2. Storage and/or Shipping & Receiving Area :Carpentry Shop	SB/LK	Monthly	<input checked="" type="checkbox"/>



**5. REVIEW OF WORKPLACE SAFETY INSPECTIONS**

#	Building	Areas	Completed
1	Warehouse	Shipping & Receiving Area/ Carpentry Shop	May 16th
2	Warehouse	General Inspection Storage/ Store Room	May 16th

  

#	Building	Completed
1	Acadia Park/Fairview Crescent/Fraser Hall	May 15th
2	Ponderosa	May 10th
3	Orchard Commons	Pending
4	Gage	May 17th
5	Thunderbird	May 17th
6	Saltwater	May 8th
7	Exchange	May 15th
8	Marine Drive	May 10th
9	Totem	May 19th
10	Vanier	Pending

**6. EDUCATION AND TRAINING**

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	04-12-2022	Winnie Wan to sign up for LST training.	WW		



6. EDUCATION AND TRAINING					
				06-13-2023	IP
Trades Training	04-12-2022	<p><b>March update:</b> Claudia will work with Kate to arrange some training in June/July for new and existing employees</p> <p>April update: Training options being explored, HK training will start April 25<sup>th</sup></p> <p><b>May update:</b> Electricians participating in Arc-Flash training in May/June (2 dates)</p>	RF/KW	06-13-2023	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
131133	2023-04-05	Acadia Day care centre/Time Loss/Medical concern or condition Supervisor to discuss further with worker upon return and seek to understand any ongoing concerns. Completed.	N/A	N/A	C
130611	03-14-2023	Gage/ Time Loss/ Repetitive Motion/ Shoulder Leaving this open as the worker has still not returned to work because of their limitations. Discussed offering refresher training or force measurements for the heavy pullout sofa beds @ WC Suites. April update: Worker has not returned to work; PM schedule for sofa beds will be explored. <b>May update:</b> Winnie will follow up at next LST	WW	06-13-2023	IP
Membership update	04-12-2022	Winnie Wan from Conferences and Accommodations joined LST as a new employer representative	BSMs		



7. ONGOING BUSINESS – Status of Action Items					
				06-13-2023	IP
SDS sheets	04-12-2022	<p>Sarah conducting warehouse inventory- photos taken at each site of products used vs. on-site inventory of products (Ecolabs &amp; Building Ops. chemicals)</p> <p>External disposal company, will arrange for proper disposal and pick up from identified locations.</p> <p><b>January update:</b> Chemical inventories being done monthly</p> <p>February update: CanManage digital system being updated for chemical inventory, SDS database for electronic safety sheets.</p> <p><b>March update:</b> inventory for Student Residence buildings are complete. Next phase is Trades rooms for paints/oils/solvents/etc. Will do this soon and connect with Claudia. Also didn't inventory the carpentry shop at the warehouse yet, just the main warehouse</p> <p><b>April update:</b> Can Manage update pending</p> <p><b>May update:</b> Sarah and Rob making good progress, all areas complete except Trades for CAN Manage database.</p>	Rob/ Sarah/ Elias	06-13-2023	IP
High risk Hazard programs	04-12-2022	<ul style="list-style-type: none"> <li>SRS standardizing resources and training, however CS rescue not clear</li> <li>SHCS to review and provide input based on worker training requirements (ie: SHCS unit workers, stage production, etc)</li> </ul>	GP/SRS	06-13-2023	IP
		<p>CS: Training dates confirmed with Building ops</p> <ul style="list-style-type: none"> <li>identified gaps with rescue</li> </ul> <p>Paul Gill updated &amp; centralized CS program to inventory all CS at UBC</p>	GP		



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

	<p>Rescue plans, new confined spaces inventoried with Terry Duncan. CS Inventory reviewed and define spaces as confined vs. enclosed. Determination from qualified person(s) requires CS Hazard assessment and meets 4 criteria identified by WorkSafeBC. Enclosed spaces do not require entry procedures or rescue plans. <b>February update:</b> CS Meeting scheduled with SRS on Feb.16 <b>March update:</b> No update April update: CS Hazard assessments underway</p>			
	<p>Fall protection= working at heights (roofs, etc) Raul: Include all users, service workers at Vanier, Totem, Marine Drive (marquise above entrances to clean drains) require training- Electricians require training  <ul style="list-style-type: none"> <li>- Control zone monitor system procedures with Terry Duncan</li> <li>- Raul to discuss with Johanna to summarize worker groups and types of work being done by BSM, Service workers, and control zone monitors</li> </ul>           Terry Duncan did training for low roof cleaning Roof access, provided keys to inventory SHCS low roofs <b>February update:</b> Haland to conduct site visits to inspect low roofs. <b>March update:</b> No update April update: Training will be reviewed</p>	<p>Raul/Johanna</p>		





8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-05-09-2023-01	05-09-2023	Quick guide for CAIRS reports pending	KA	06-13-2023	IP
NB-05-09-2023-02	05-09-2023	Near miss reporting- incident at tə šx <sup>w</sup> hələləms tə k <sup>w</sup> ałk <sup>w</sup> ə?a?† (Saltwater building 5- Octopus) close to parkade- C&A and Warehouse work in this area; housekeeping staff almost hit by a car entering the parkade, while taking out garbage using the Might-E- tug, no speed bumps evident	SB/KA	06-13-2023	IP
NB-05-09-2023-03	05-09-2023	Signage at Gage North Tower- sign reads Dangerous and Radioactive, is this a safe area to access or new protocols for workers accessing roofs	GP/KA	06-13-2023	IP
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	3 NEW	2/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	2 OLD (1 OPEN)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Buildings		8	10	
	Warehouse- Shipping/Receiving & Carpentry Shop		2	2	
	Vehicle Inspections (Rob/ Les)		181	Approx. 300	
	Date	DESCRIPTION			



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

Good News/ Success Stories/Safety Wins!	05-09-2023	<ul style="list-style-type: none"> <li>• Winnie Wan from Conferences and Accommodations joined LST as a new employer representative</li> <li>• Housekeeping (HK) training went well - 5 sessions completed for recall and new summer housekeepers</li> </ul>
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.	

**9. NEXT MEETING**

Date:	June 13, 2023
Time:	10:00 am
Location:	Ponderosa 17 <sup>th</sup> floor Sky Lounge Boardroom

**10. MEETING ADJOURNED**

Time:	11:12 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



# Student Housing (SHCS)

## May 5, 2023 Report

Including Sub-Departments

**Date Range: Apr 3, 2023 - May 5, 2023**

Not Including: Okanagan, Other Student, Visitor, Faculty, Contractor

Incident Info	Accident Type	Description	Report Quality
<p><b>Incident ID:</b> 131125  <b>Incident Date:</b> 2023-04-03  <b>Submission Date:</b> 2023-04-04  <b>Person Type:</b> Staff                      HOUS - Student Housing (SHCS)                      SHCS Unit - Place Vanier Residence: 1935 Lower Mall</p> <p><b>Location:</b> PVM - Place Vanier Residence - Margaret Mackenzie House                      Exterior Patio, outside the entrance of Mackenzie Building</p> <p><b>Worker Representative Listed:</b> Yes  <b>Worker Representative Job Title:</b>                      Assistant Housekeeping Supervisor</p>	<p><b>Severity:</b> Time Loss  <b>Accident Type:</b> Repetitive Motion  <b>Injury Type:</b> Tendinitis, Tenosynovitis  <b>Body Part:</b> Hand and Arm</p> <p><b>AI Factors:</b> - Repetitive motion                      - Moving pressure wash wand and nozzle back and forth                      - Job / skill training inadequate                      - Worker has not performed this task in this job but in previous jobs over 1 year ago                      - Pre-existing condition</p>	<p>On April 3rd, Worker A was assigned with Worker B to pressure wash the exterior patio and walkway for half a day, starting at 12:30 PM. The first half of the shift was spent on cleaning, sorting and removing items from the commons block supply and storage rooms. In the afternoon, after the equipment was set up, both workers took turns and used the machine, spray gun and surface washer, at 20-30 minute intervals. Worker A started to feel pain on the left hand and tendons, all the way to the left elbow. Worker A is left hand dominant. Worker A continued to work briefly with Worker B until approximately 3:00 PM. Both workers dismantled and moved the equipment and hoses back to the Commons block for end of day at 4:00 PM. Worker A felt continued pain in the evening and subsequently went to the hospital for treatment. Worker returned to work the following day on modified duties and reported injury to the Supervisor.</p> <p><b>Root Cause:</b> Worker did not disclose a previous injury/weakness in shoulder - arm and proceeded to pressure wash some concrete. Worker thought it was not going to affect existing condition but did later that evening</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> Question staff as to whether they foresee any issues with performing the task conditions  <b>Estimated Completion Date:</b> 2023-04-07  <b>Final Actions Taken:</b> Discussion of exact questions to ask when assigning 3 hours of pressure washing.  <b>Date Completed:</b> 2023-04-17</p>	<p>Clear Description                      Completion Date                      Assigned                      Causes                      Appropriate                      Responsibility                      Assigned                      Corrective Actions                      Appropriate                      Corrective Actions                      Forwarded to                      JOHSC/LST for follow-up</p>



Incident Info	Accident Type	Description	Report Quality
<p><b>Incident ID:</b> 131196 (131200)  <b>Incident Date:</b> 2023-04-18  <b>Submission Date:</b> 2023-04-19  <b>Person Type:</b> Staff                      TRES - Facilities and Trades (SHCS)                      SHCS Unit - Totem Residences: 2525 West Mall</p> <p><b>Location:</b> TPH - Totem Park Residence - Haida House/Salish House                      Trades room at Haida house in Totem</p> <p><b>Worker Representative Listed:</b> Yes  <b>Worker Representative Job Title:</b> Head Tradesperson</p>	<p><b>Severity:</b> Incident only  <b>Accident Type:</b> Repetitive Motion  <b>Injury Type:</b> Back Strain  <b>Body Part:</b> Back</p> <p><b>AI Factors:</b> - Repetitive motion                      - Extended Reach                      - Repetitive painting overheard on rough surface</p>	<p>A worker was rolling paint onto ceiling tiles repeatedly and felt pain in their lower back on the left side. The ceiling tiles were rough. FA was called and assessed the worker. The worker continued working.</p> <p><b>Root Cause:</b> The worker was painting on a rough surface. And as a result, they needed to apply extra force for the paint to adhere to the ceiling and it cause them to tweak their lower back.</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> Have conversation with employee. Remind them the importance of stretching beforehand and taking breaks as needed.  <b>Estimated Completion Date:</b> 2023-04-26  <b>Final Actions Taken:</b> Had conversation with employee  <b>Date Completed:</b> 2023-04-26</p>	<p>Clear Description                      Completion Date                      Assigned                      Causes                      Appropriate                      Responsibility                      Assigned                      Corrective Actions                      Appropriate                      Corrective Actions                      Forwarded to                      JOHSC/LST for follow-up</p>
<p><b>Incident ID:</b> 131268  <b>Incident Date:</b> 2023-04-30  <b>Submission Date:</b> 2023-05-02  <b>Person Type:</b> Staff                      HOUS - Student Housing (SHCS)</p> <p><b>Location:</b> No Building Selected                      Saltwater Residence Between Herring and Sturgeon</p> <p><b>Worker Representative Listed:</b> No</p>	<p><b>Severity:</b> Incident only  <b>Accident Type:</b> Fall From Elevation  <b>Injury Type:</b> Pain from Impact  <b>Body Part:</b> Knee</p>	<p>The worker was walking between the buildings at Saltwater residence at around 8:25am. As the worker was walking down the concrete steps (3 steps), the worker slipped and fell forward landing on both hands and knees. The worker was able to get up and go to the office. The left knee was injured and both hands were scratched. First Aid was called.</p>	<p>Clear Description                      Completion Date                      Assigned                      Causes                      Appropriate                      Responsibility                      Assigned                      Corrective Actions                      Appropriate                      Corrective Actions                      Forwarded to                      JOHSC/LST for follow-up</p>