



Local Safety Team Meeting Minutes

Name of Team:	Support Services	Chair(s):	Michael Chow, Worker Rep. (assumed chair)
			Natalie Tole, Employer Rep.
Date:	May 9, 2023	Time:	1:30 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 hən̓q̓əmin̓əm 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	Michael Chow, Assignment Coordinator	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Zoe Diomis, Front Desk Services Coordinator	Ponderosa/Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Karina Wong, Assignment Coordinator (A)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Vasya Molnar, Purchasing	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Juliana Campbell, FS-Outreach and Events Coordinator	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Lakshmi Sangaranarayanan, Director, Student Residences	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Cicie Wong, Senior Financial Manager	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Natalie Tole, Associate Director Residence Admissions & Admin [Co- Chair]	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Nilou Rohani, Residence Life Manager	Marine Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cavell Au, Rooms Manager Conference and Accommodations	Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Charlene Chia, Residence Life Manager (Alt. for Nilou)	Place Vanier	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Gontran Paget, SHCS Health and Safety Manager	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, SHCS Health and Safety Associate (on leave)	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, SHCS Health and Safety Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, SHCS Claims & Compliance Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, SHCS Safety & Claims Coordinator	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kate Allan, SHCS Health and Safety Associate	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	<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
131266	04-28-2023	<p>Totem Park Ballroom/ Time Loss/Struck By/Pain from Impact/Back</p> <p>Submit a Word order to have Trades come evaluate the space and see the best way to proceed re: installing an auto door mechanism WO. order #970835 for mechanism to auto-open submitted</p>	<input type="checkbox"/>	MB	06-13-2023	IP

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	<p>Front desk coordinators do their own front desks as this is what other areas do (such as housekeepers in FABS). Zoe asked if this was possible since they haven't done the training, and Kate suggested that we could give them some tips but since the office inspections are relatively routine, the coordinators can probably review their own areas.</p> <p>New schedule created and adhered to, monitored by supervisor meetings and LST representatives.</p>	ZD/MC	Quarterly schedule	<input checked="" type="checkbox"/>



6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	09-20-2022	Shane to confirm joining the LST in June and will be forwarded the training links.	ALL	06-13-2023	IP
Western Conference on Safety	N/A	Michael attended and participated in survey, to be shared at JOHSC.	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 updates	09-20-2022	Zoe has recruited new alternate for JOHSC in June Shane Davies, and will forward request for LST representatives from PM shifts [rotational cycle] at next supervisor meeting.	ZD	06-13-2023	IP
Safety Corner Activity	09-20-2022	LST to review Safety corner materials at next meeting; relevant information specific to LST; documentation posted monthly to ensure compliance. Digital platform use of QR codes, suggested. Banners ordered. Pending purchasing order; Banners delivered and tabs to be ordered to organize documents. April update: Safety corner content being updated and QR codes generated.	ALL	06-13-2023	IP



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	Concerns raised re Gage commons block-man sleeping recurring incident, when is it appropriate to call campus security	KA	06-13-2023	IP

SUMMARY FOR THE JOHSC

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	1 NEW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	April		11	11	
	May		N/A	11	
Good News/Safety Wins	Date	DESCRIPTION			
	05-09-2023	<ul style="list-style-type: none"> Shane Davies to join LST in June as member alternate for Zoe; may join as JOHSC member alternate in June. 			
SRS Email	- <input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING

Date:	June 13, 2023
Time:	1:30 pm
Location:	Zoom Conference

10. MEETING ADJOURNED

Time:	PM
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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



Incident Info	Accident Type	Description	Report Quality
<p>Incident ID: 131266 (131290) Incident Date: 2023-04-28 Submission Date: 2023-05-02 Person Type: Staff HOUS - Student Housing (SHCS) SHCS Unit - Totem Residences: 2525 West Mall</p> <p>Location: TPC - Totem Park Residence - Coquihala Common Block One of the doors on the South side of the ballroom has an automatic mechanism to close, it hit the staff's back when closing.</p> <p>Worker Representative Listed: Yes Worker Representative Job Title: Front Desk Supervisor</p>	<p>Severity: Time Loss Accident Type: Struck By Injury Type: Pain from Impact Body Part: Back</p> <p>AI Factors: - Incorrect Tool - Current door stoppers are faulty and ineffective at keeping the heavy doors open at all times - Vision obstructed - One door is too narrow for moving carts through. Both doors need to be open but there was only one door stopper available. Slight slant on the floor. - Only one door stop available when two doors need to be opened - Proper Equipment Unavailable/Inadequate</p>	<p>The staff was moving carts in and out of the ballroom, during the busy check out (students moving out of residence) period. The door has a mechanism that closes it automatically, unless a door stopper is placed. The staff put a door stopper on that door but it got accidentally moved by one of the carts while pushing them through. As a result, the door closed behind the staff, hitting their back. The entrance to the ballroom has a slight slant and the floor is not completely flat. There are also two doors and only one had a door stopper (the other one was left closed). Staff was in pain but continued working. FA was not called. After the weekend, on Monday, May 1, the staff came back to work and reported the injury to the supervisor as it was painful, still. The supervisor offered the staff to go to a clinic right away, to get it checked. The staff went to UBC Hospital and, after consultation, a Dr provided a Medical Leave Note recommending rest at home for 7 days, but noted that staff could come back to work sooner if felt better. Staff went home after the Hospital. Staff took May 2, 3, and 4 off. Staff returned to work Friday May 5th.</p> <p>Root Cause: The root cause of this incident is heavy, old, swinging doors in the Totem Ballroom. The doors do not have auto-stoppers built into them. Instead, employees have to bend down and insert a manual stopper. This is not ideal because they can shift and move when a load touches the door (and that is what happened here).</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Submit a WO to have Trades come evaluate the space and see the best way to proceed re: installing an auto door mechanism Estimated Completion Date: 2023-05-19 Final Actions Taken: WO #970835 has been submitted. Date Completed: 2023-05-19</p>	<p>Clear Description Completion Date Assigned Causes Appropriate Responsibility Assigned Corrective Actions Appropriate Corrective Actions Forwarded to JOHSC/LST for follow-up</p>
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