



## Local Safety Team Meeting Minutes

Name of Team:

Chair(s):

Date:

Time:   
Location: UBC FASMAIL 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**
  - Monthly Incident List & Statistical Summary Report
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 hən̓q̓əmi̓n̓əm̓ (Halkomelem) speaking x̱w̱məθḵw̱əy̱əm (Musqueam) People.”**

Link to learn more: <https://indigenous.ubc.ca/>



1. MUSQUEAM LAND ACKNOWLEDGEMENT				
2. ROLL CALL				
Group	Attendees	Work Location	Present	Regrets
Worker Representatives	Susan Kelly, <i>FSA [Co-Chair]</i>	Gather @ Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jennifer Andrews, <i>Supervisor</i>	The Point	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Brian Bogart, <i>First Cook</i>	Open Kitchen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Bogdan Anton, <i>Supervisor</i>	The Point/Sage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Marjorie Onorico, <i>SFSA</i>	Starbucks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Nicolas Lay, <i>GWH-Storeman</i>	Retail (UBC life and Trek)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Phillip Wong, <i>Supervisor ((A) for Susan Kelly)</i>	Open Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
	Racquel Dizon, <i>Retail Group, ((A) for Marjorie)</i>	Tims- Retail Operations	<input type="checkbox"/>	<input type="checkbox"/>
	Olof Balasamy, <i>Storeman((A) for Brian and Ed in culinary group, this month)</i>	Feast@Totem	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Kerensa Wotton, <i>Residence Dining Manager</i>	Gather @Vanier's	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jody Ropas, <i>Retail Manager</i>	Retail Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Andy Chan, <i>Exec. Sous Chef</i>	Culinary Lead (UBC Eats & CK)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Rene Atkinson, <i>Residence Dining Manager (A) for Kerensa)</i>	Feast@Totem	<input type="checkbox"/>	<input type="checkbox"/>
	Connie Lay, <i>Retail Manager (A) for Jody Ropas</i>	Retail Operations	<input type="checkbox"/>	<input type="checkbox"/>
	Johnny Bridge, <i>Culinary Lead (A) for Andy Chan)</i>	Gather @Vanier's	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Colin Moore, <i>Director Food Services (guest)</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Stermen, <i>Compliance &amp; Claims 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"/>
	Valerie Leung, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, <i>Safety Advisor</i>	SHCS Main Office	<input 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"/>

4. REVIEW OF CAIRS - Full CAIRS Report attached below.						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
See Full CAIRS Summary Report (attached below Mtg. Minutes)						
133843	2024-07-02 2023-09 to now	<b>The Point: dizzy spell at work on 7th / potential ergo onset</b> claim submitted afterwards by worker for hip, shoulder and elbow pain <b>Investigation and potential Ergo Assessment:</b> In Progress	<input checked="" type="checkbox"/>	LS / JT/ AO	2024-03-13	IP
133684	2024-01-09	<b>Tim Hortons (Trek): overexertion/lifting strain</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input type="checkbox"/>	N/A	N/A	C
133666	2024-01-10	<b>Open Kitchen @Orchard: foot caught on edge of door</b> being opened from the other side Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input type="checkbox"/>	N/A	N/A	C
133669	2024-01-10	<b>Tim Hortons (Trek): slip and fall on wet floor</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input checked="" type="checkbox"/> + transport	N/A	N/A	C
133692	2024-01-16	<b>Gather@Vaniers: burn to arm from touching hot surface</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input type="checkbox"/> declined	N/A	N/A	C



Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up: Date Pending	Status
133730	2024-01-22	<b>Feast@Totem trip and fall over shoelaces as they left</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input type="checkbox"/> declined	N/A	N/A	C
133791	2024-01-31	<b>Gather@Vaniers: worked pinched their finger</b> in the folding metal freight elevator gate Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C
133788	2024-02-01	<b>Feast@Totem/UBC Eats: trip and fall over pallet</b> as a piece of broke apart when stepped on Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input type="checkbox"/> declined	N/A	N/A	C
133794	2024-02-02	<b>Gather@Vaniers: burn to arm from touching hot surface</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C
133796	2024-02-02	<b>Sage Catering@UC: steam burn to forearm</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C
133808	2024-02-02	<b>Perugia in Life Sc. Centre: disorientation/trip and fall</b> on floor mat hitting body and head. Immediately Reportable <b>WSBC # IR202416973017A Inspection Report</b> issued Feb 6, 2024 / NO orders. Reviewed by LST: <b>OK to close</b> JR will provide update in July-Aug re new flooring	<input checked="" type="checkbox"/> Ambulance	N/A	N/A	C
133818	2024-02-02	<b>Gather@Vaniers: steam burn to forearm, opening door</b> Investigation & Corrective Actions Reviewed: <b>Outstanding Action Item:</b> replacement of potwasher spring and door opening mechanism	<input checked="" type="checkbox"/>	KW	2024-03-13	IP
133820	2024-02-02	<b>Gather@Vaniers: burn to arm from deep fryer /oil splash</b> Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C
133824	2024-02-02	<b>Gather@Vaniers staff member: NON work-related fall</b> while they were in line at UBC central bus stn 25 minutes after shift ended. Investigation Reviewed: <b>OK to close</b>	<input type="checkbox"/>	N/A	N/A	C
133802	2024-02-04	<b>Gather@Vanier's: caught finger on sharp edge</b> of metal grease catcher tray at grill stn. <b>Action Items:</b> Chef JB confirming mechanism of injury & condition of unit itself with holes-unusual	<input checked="" type="checkbox"/>	JB	2024-03-13	IP



Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up: Date Pending	Status
133849	2024-02-10	<b>Gather@Vaniers: burn to forearm from touching hot surface on oven.</b> Investigation Underway: worker only works weekends	<input checked="" type="checkbox"/>	MF/LW/ JT	2024-03-13	IP
133859	2024-02-12	<b>Feast@Totem: worker struck hand on metal post</b> in Hobart mixing bowl Investigation & Corrective Actions Reviewed: <b>OK to close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C

#### 5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Area Inspections	N/A	Feb Inspections: 100% 18/18 New Vehicle inspections: 11	JT	Monthly	On going
Vehicle Inspections	N/A	Pre Trip Vehicle Inspections starting Feb 14 <sup>th</sup> , 2024. # updates will now be provided at Feb 27 <sup>th</sup> SHCS-JOHSC Mtg. and at all subsequent FS-LST and JOHSC mtgs starting in Mar 2024.	JT	Monthly	IP
Other FS Inspections	N/A	None reviewed at this month's meetings	JT	Annual	E

#### 6. EDUCATION AND TRAINING

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
LST Training	N/A	Jennifer Andrews / Bogdan Anton and Brian Bogart will participate in Apr. LST training as none were able to do so in Feb.	MKS w/ members	03-13-2023	IP



Kitchen Safety Resources & videos	12-13-2023	Kitchen Safety videos resource was shared with LST at this mtg. and posted on Safety Page: <a href="http://shcs.ubc.ca/safety">http://shcs.ubc.ca/safety</a> JT /David Speight working with Emily Liew (ODL) to discuss developing a “Kitchen Safety Course” for culinary which would use several of the WSBC videos provided.	MKS/EL/ JT/DS	03-13-2024	E
Western Conference on safety	04-18/19-2024	Conference reminders to members: <ul style="list-style-type: none"> <li>• Register for this conference if interested and you have permission from your manager to attend (paid day off)</li> <li>• Use your PDF monies then get reimbursed in WorkDay (check with Safety if that fund is N/A to you at this time)</li> <li>• Safety team will be going on April 18<sup>th</sup> to participate / Lunch will be provided for all attendees</li> <li>• If you can only go on the 19<sup>th</sup>, OK too, just no SHCS group.</li> </ul>	ALL	03-13-2023	IP

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

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	01-01-2024	Have finalized the current list of FS-LST Members with review and approval by Colin M. (FS Director): <ul style="list-style-type: none"> <li>• 5 worker reps, with designated alternates</li> <li>• 4 management reps, with designated alternates.</li> </ul> Updated list to be posted online and at units by Mar 1, 2024.	MKS/JT/C M	N/A	C
132594	2023-12-09	Sage/Incident only at Alumni Centre: contact with broken glass resulting in small laceration to employee’s hand / FA not called  <b>Mechanism of Injury confirmed:</b> worker was holding glass by stem <b>Additional Corrective Actions Completed:</b> verified that there are standard practices in place for broken glass disposal: A separate container is used for broken glass during an event. <b>OK to close</b>	BA / JT	N/A	C



133660	2024-01-08	Tim Hortons(Forest Sc.): contact with tomato slicer blade / minor laceration <b>Corrective Actions now Complete:</b> new tomato slicers are now at all 3 locations / back up blades arrive next week <b>OK to close</b>	JR/RD	N/A	C
132565	2023-12-08	Gather/Incident/Struck By/Laceration (cut or torn skin): <b>Final Corrective action completed:</b> high vis tape added to the 3 flatbed dollies in use. <b>OK to close</b>	EN/JT	N/A	C
NB- 12-07-2023-01	12-07-2022	<b>“No Parking signs and paint marks Project” at Totem Loading dock:</b> Feb Update: signage ordered from Parking and map locations sent to LMc /JS for approval. Signage to be installed in March	JT/LMc/ JS/RA	03-13-2023	IP
NB-10-11-2023-02	10-11-2023	<b>Slip-on ice grip treads for footwear:</b> Delivered to all locations that wanted them. Back-ups available /ask the SHCS Safety group	JT/KA	N/A	C

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

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		No New			

**SUMMARY FOR THE JOHSC**

	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
CAIRS review:	NEW	17 NEW (4 OPEN)	11/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	3 OLD (CLOSED)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	INSPECTIONS		COMPLETED	TOTAL	
Inspections completed:	Jan		18	18	
	Feb		18; 11 Vehicle Inspections	18	
	WSBC # IR202416973017A – Feb 6, 2024 / CAIRS 133808 (Immediately Reportable Inc at Perugia – no orders)		1 (completed, posted at unit for 7 days and closed)	N/A	



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

	Date	DESCRIPTION
Good News! Success Stories/ Safety Wins	2-14-2024	<ul style="list-style-type: none"> <li>- Totem loading dock signage project is moving forward: signs should be installed in March</li> <li>- FS-LST membership is now solid and we are getting consistent worker rep turnout at monthly mtgs. / latest members will complete their LST training in April.</li> <li>- It was a long meeting this month but we thank everyone for their input and suggestions</li> </ul>
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.	

**9. NEXT MEETING**

Date:	March 13, 2024
Time:	2:00 PM
Location:	Zoom

**10. MEETING ADJOURNED**

Time:	3:45 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
- FS locations for posting
- SHCS JOHSC





## Local Safety Team Agenda

CAIRS 133692- Incident at Place Vanier- Incident only/ Exposure to Heat/Burn/Arm





## Local Safety Team Agenda

CAIRS 133788- Broken Pallet







## Local Safety Team Agenda

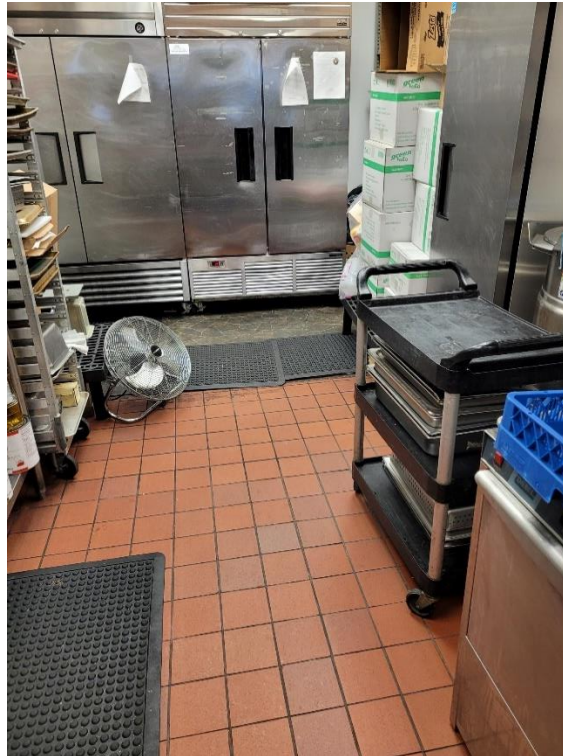
### CAIRS 133794 – Supporting Documentation / Burn Inc at Gather@Vanier's





## Local Safety Team Agenda

### CAIRS 133808 Supporting Documentation – Feb 2-9<sup>th</sup>, 2024



1. How the mats were lined up after worker was removed from floor by paramedics
2. How the space is typically set up for the day in the second picture. Cart moves as needed



## Local Safety Team Agenda



Position of worker on the floor after they fell and where they were treated by paramedics.

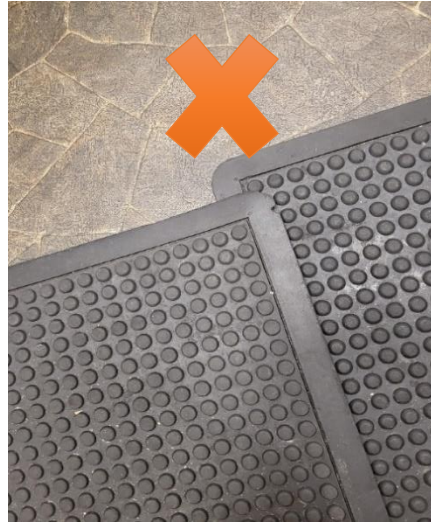
Hair clasp that worker was wearing on the back of their head was broken into multiple pieces.

**Corrective Action:** avoid occasional overlapping of mats during am set up to reduce potential tripping hazards. Review best practices with the team on site this week using set up in attached picture here as the current best practice.





## Local Safety Team Agenda



Completion date: Feb 12<sup>th</sup>: Anna Welther / site supervisor (ongoing monitoring)

**Long Term Corrective action:** There is a plan in the works to level this area of the flooring in back prep area, remove the tracking and replace with new flooring surface during the summer of 2024. The vinyl floor covering in this transition area has started to show signs of wear. Mats are still in good condition but need to be monitored in the interim.



## Local Safety Team Agenda



**Expected Completion date: Aug 30<sup>th</sup>, 2024** Update from Retail manager for Perugia: Jody Ropas / Feb 8<sup>th</sup>, 2024



## Local Safety Team Agenda

### CAIRS 133818 – Supporting Documentation for Potroom Burn Incident on Feb 2, 2024



#### **Best practices: review of task itself to mitigate burn potential**

1. Release build up of steam by opening the door slightly while standing to the right with rubber gloves on.
2. Then raise the door to the top position with a double handed over or under grip, or combination of the two, while body is in the centre position of the door handle itself: which ever is best for the worker doing the task.
3. Then attach door to the “temporary” hook at the top so they can remove the load safely.





## Local Safety Team Agenda



Note: The proper metal clasp to hold the door open is currently broken along with the lifitn mechanism/wire inside the potwasher. The team was able to jerry-rig this modified coat hanger hook so that the door could be secured in the open position.

### Corrective Action #2:

- Kerensa W, manager, has put in a work order with Key Foods to have this mechanism and proper clasp replaced ASAP.  
Request put in on: \_\_\_\_\_ ?
- They are following up with Key Foods this week and will provide an update to the safety committee at their FS-LST Mtg on the 14<sup>th</sup> as to when the new parts will be installed.



## Local Safety Team Agenda

CAIRS 133802 - picture of grease catcher under flat top at Gather





## Local Safety Team Agenda

CAIRS 133859 - Hobart Incident at Feast@Totem, Feb 12, 2024

