



Local Safety Team Meeting Minutes

Name of Team:	Food Services	Chair(s):	Susan Kelly, Worker Rep. *(assumed chair)
			Kerensa Wotton, Employer Rep Jody Ropas, Employer Rep.
Date:	March 13, 2024	Time:	2:05 PM
		Location:	Zoom Conference Call (see details in Outlook invite sent to 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 hən̓q̓əmi̓n̓əh̓ (Halkomelem) speaking x̱m̓əθḵw̓əy̱əm (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"/>
	Marjorie Onorico, <i>SFSA</i>	Starbucks	<input type="checkbox"/>	<input checked="" 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 Bogart)</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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
	Bogdan Anton, <i>Asst. Manager</i>	The Point/Sage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Sam Wellman, <i>Assoc. Director Retail Food Services</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 Sterman, <i>Compliance & Claims Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety & 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"/>

(A)= Alternate



3. REVIEW OF DOCUMENTS	Completed
Agenda- any proposed changes, additions (i.e. New Business)- Revised process for distributing minutes Moved by: Bogdan Anton; Seconded by: Jody Ropas	<input checked="" type="checkbox"/>
Previous Month's Minutes Moved by: Nicolas Lay; Seconded by: Jody Ropas	<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)						
133890	2024-02-14	Open Kitchen Incident: worker stacking large square yogurt containers on shelf ; 2 containers fell/struck worker on L wrist All Corrective Actions Complete; - New storage location for containers at the salad bar - signage posted on storage shelves re best practices Investigation & Corrective Actions Reviewed: OK to Close	<input type="checkbox"/>	N/A	N/A	C
133924	2024-02-20	Gather@Vaniers Incident: Right index finger cut; contact with the stainless steel frame on the vent cover All Corrective Actions Complete; - reviewed cleaning process to minimize exposure - using additional cloth barrier as well as gloves Investigation & Corrective Actions Reviewed: OK to Close	<input checked="" type="checkbox"/>	N/A	N/A	C
133986	2024-02-27	Feast@Totem Incident: Worker tripped over other employee's foot as they went by and fell onto their knee on hard floor Investigation & Corrective Actions Reviewed: OK to close	<input type="checkbox"/>	N/A	N/A	C
134007	024-03-01	Feast@Totem: Incident- Cut finger during food while cutting onions All Corrective Actions Complete;	<input checked="" type="checkbox"/>	N/A	N/A	C



		<ul style="list-style-type: none"> - Establish good communication and safe kitchen culture using language “Behind; corner” and eye contact Investigation & Corrective Actions Reviewed: OK to Close				
134010	2024-03-03	Open Kitchen Incident: Employee lifted heavy pot and strained back All Corrective Actions Complete; <ul style="list-style-type: none"> - Review of best practices with worker / ask for help Investigation & Corrective Actions Reviewed: OK to Close	<input type="checkbox"/>	N/A	N/A	C
134026	2024-03-08	The Point Incident: (Medical Treatment) Employee slipped on wet floor from melted ice from ice machine FA declined by worker/ went to see doctor instead. Shared learning between units re removal of all milk crates as a floor level storage option. Instead use proper shelving unit or dunnage tracks: Bogdan to follow up with Sage/Point teams All Corrective Actions Complete; <ul style="list-style-type: none"> - Cleaning up ice spills right after they occur - Ensuring mop/bucket and wet floor sign readily available Investigation & Corrective Actions Reviewed: OK to Close	<input type="checkbox"/> Worker declined	N/A	N/A	C
FA104106	2024-03-13	Ikes Café – UBC/FA only: Personal health issue - NOT work related. UBC- FA was called to assess, then they transported worker to Urgent Care for additional assessment. They’re OK	<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 Safety Inspections: 100% 18/18 March: IP /expect the same outcome by the Mar 20 th cutoff	JT	Monthly	On going
Vehicle Inspections	N/A	Every vehicle in use will be inspected once per day to start. Info is shared with PM driver if not the same person as AM. Inspection #'s are being tracked as of Feb 21-March 20 th cycle to align with rest of SHCS.	JT/KA	Monthly	IP



		Template can be modified as needed. KA and JT following up with the users in April to make any requested changes.			
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	Bogdan Anton and Brian Bogart will participate in Apr. LST training	MKS w/ members	04-10-2023	IP
Kitchen Safety Resources & videos	12-13-2023	Kitchen Safety videos resource was shared with LST at previous mtg. and now posted on Safety Page: http://shcs.ubc.ca/safety JT /David Speight working with Emily Liew (ODL) to develop a "Kitchen Safety Course" for culinary using several of the WSBC videos provided - Training module expected in June/July for fall rollout for new hires and as a review for culinary team. JT to update	MKS/EL/JT/DS	N/A	C
Western Conference on safety	04-18/19-2024	Conference reminders to members: <ul style="list-style-type: none"> Some Safety team members will be going on April 18th to participate with the larger SHCS / Lunch will be provided 	ALL	04-10-2023	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	Had a finalized/approved committee list approved in Jan but it will need review/update in April with The Point's closure on April 12th	MKS/JT/CM	N/A	C
133843	N/A	The Point: dizzy spell at work on 7th / potential ergo onset TL <ul style="list-style-type: none"> Investigation and potential Ergo Assessment: On hold Worker is not returning to this unit due to April closure; Employer working with RTW; Nothing for committee to do on this file: OK to close 	N/A	N/A	C



133818	N/A	Gather@Vaniers: steam burn to forearm while opening door Outstanding Action Item: replacement of potwasher spring and door opening mechanism: <ul style="list-style-type: none"> Delay on parts from the vendor due to miscommunication from technician to repair spring coil and latch to keep door secure when in open position Waiting for parts and repair; KW following up / URGENT 	KW	04-10-2023	IP
133802	N/A	Gather@Vanier's: caught finger on sharp edge of metal grease catcher tray at grill stn. <ul style="list-style-type: none"> Action Items: Chef JB confirmed mechanism of injury & condition of unit itself with holes (unusual but OK) Tray inspected and workers to wear gloves; OK to close 	N/A	N/A	C
133849	N/A	Gather@Vaniers: burn to forearm from touching hot surface on oven. <ul style="list-style-type: none"> Investigation Underway: worker only works weekends Spoke with worker to review best practices; OK to close 	N/A	N/A	C
NB- 12-07-2023-01	12-07-2022	"No Parking signs and paint marks Project" at Totem Loading dock: Signage installed in April / line painting in May-June	JT/LMc/JS/RA	04-10-2023	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2024/03/13-01	3-13-2024	Vote on modified process for mtg minutes distribution: Passed New process for minutes and sharing documents accepted by LST Members: Moved by Susan Kelly; Seconded by Jody Ropas Note: no longer reviewing the minutes a month later at our next LST mtg. Overview of changes to ensure quicker turn around and more timely availability of FS-LST meeting minutes:	N/A	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
		<ul style="list-style-type: none"> - Safety & Claims Coordinator will send out draft minutes (reviewed by Advisor) to the FS members who were at the mtg for their review and approval - Members have 48 hrs to provide their feedback - Safety & Claims Coordinator (S.C.C.) saves the approved minutes with final CAIRS summary report to the share drive within 1 week of the mtg. - S.C.C. uploads documents online to be accessed via the QR code by their Safety Bulletin Board/Binders or can be printed off for posting from attached hard copy <p>Note: This will also be the approved Minutes that get added to the SHCS-JOHSC package.</p>			
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
	NEW	7 NEW; 1 FA only (CLOSED)	3/7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	4 OLD (1 OPEN)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspections completed:	INSPECTIONS		UNITS COMPLETED	VEHICLE COMPLETED	
	Feb		18/18	11	
	March		18/18	Reported at the JOHSC	
Good News! Success Stories/ Safety Wins	Date	DESCRIPTION			
	3-13-2024	<ul style="list-style-type: none"> • LST voted in favor of new safety FS-LST minutes distribution process: more timely • Full investigation completed for immediately reportable incident at Perugia- no orders • Shared learning between units on removal of all milk crates and using proper shelving unit 			



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)		
		<ul style="list-style-type: none"> Hybrid LST meetings successfully conducted at Marine Drive, 3rd floor boardroom - open invitation to all LST members to attend in person periodically/as available
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.	

9. NEXT MEETING	
Date:	April 10, 2024
Time:	2:00 PM
Location:	Zoom
10. MEETING ADJOURNED	
Time:	3:10 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 after approval by Co-Chairs
- FS locations for posting
- SHCS JOHSC