



Local Safety Team Meeting Minutes

Name of Team:	Operational Services	Chair(s):	Rob Harley, Worker Rep Bennett Macken, Worker Rep.
			Raul Fortiz * (assumed chair) Karen Woodford; Johanna Webber, Employer Rep.
Date:	February 13, 2024	Time:	10:00 AM
			Location:

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 hən̓q̓əmi̓n̓əm 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 kʷaʕkʷəʔaʔt** ([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 (FABS)-T-Bird Residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bennett Macken, <i>House-staff group</i>	Conferences & Accommodations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leslie Kupillas, <i>Head Tradesperson</i>	Trades-T-Bird Residence	<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 (A)</i>	SHCS Main office	<input type="checkbox"/>	<input type="checkbox"/>
	Dharma Velu, <i>Assistant Housekeeping Supervisor</i>	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cherrylyn Navarrate, <i>Assistant Housekeeping Supervisor</i>	Acadia/ Walter Gage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rebecca Eng, <i>Housekeeping Supervisor</i>	Walter Gage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kulvinder Hira, <i>Service Worker (A)</i>	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sam Medeiros, <i>Facilities Coordinator</i>	FABS-T-Bird Residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Rob Auffray, <i>Manager Meeting Spaces & Support Services</i>	Conferences & Accommodations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Raul Fortiz, <i>BSM</i> [Co-chair]	Totem Residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sandra Yallop, <i>BSM (A)</i>	Marine Drive	<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 checked="" type="checkbox"/>
	Andrew Powter, <i>Assoc. Director</i>	Thunderbird Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Claudia Popa, <i>Trades Manager</i>	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Winnie Wan, <i>Housekeeping Manager</i>	Conferences & Accommodations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources	Gontran Paget, <i>Senior Manager, Safety Management Systems</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <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"/>
	Kate Allan, <i>Safety Advisor</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"/>

4. REVIEW OF CAIRS - Full CAIRS report details including corrective actions are attached below.						
Incident ID #	Date	Action Plan (Actions Taken/Need to be taken)	First Aid Called	Assigned To	Follow up Date	Status
133647	2024-01-05	<p>(Gage)tə ʃxʷhəleləm̩s tə kʷaʃkʷəʔaʔʔ (The Houses of the Ones Belonging to the Saltwater)/ Time Loss/Other Strains/Wrist</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete • Talked to the employee about what happened. • Reminded them it is a small space and it is important to communicate constantly while doing this 2-person task. The manager is also going to talk to all the service workers on Feb 9th at the safety meeting to remind them of best practices while using the T-Vug. • Talked to employee upon their return on Wed Jan 10th <p>Date Completed: 2024-01-10</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
133732	2024-01-24	<p>Sage GSC - Leon and Thea Koerner University Centre/ Time Loss/Fall From elevation/Strains/Ankle</p> <ul style="list-style-type: none"> • Discuss the procedure to follow when using the stairs (to be completed upon Worker's return to work). <p>Estimated Completion Date: 2024-02-15</p>	<input checked="" type="checkbox"/>	DV	03-12-2024	IP



133717	2024-01-17	<p>Marine Drive/ Time Loss/Overexertion/ Back Strain</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete • Stretch before and after starting to clear snow and clear smaller areas. • Worker will use our new snow blower next time it snows. Also make sure to stretch before and after clearing snow. <p>Date Completed: 2024-01-23</p>	<input type="checkbox"/> Worker Declined	N/A	N/A	C
133701	2024-01-18	<p>Place Vanier/ Time Loss/Struck Against/Shoulder</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete • Supervisor to advise workers on correct route to take when there is snow and not to attempt to push bins over uncleared areas. • On 2024-01-19, Utility Worker from Ponderosa saw the Building Operation Landscaping team removing snow at Ponderosa and directed them to Place Vanier Parking Lot, Loading Dock, and Pathways. All areas were cleared by end of BOps shift on 2024-01-19 • Discuss with Assistant Supervisor that it is the part of their responsibility to contact First Aid at -24444, when a SW reports an incident. • Discuss with SW that they can contact First Aid at -24444 when they feel pain during an incident. • BSM Karen Woodford met with SW and discussed incident from 2024-01-18. The SW described feeling frustrated with the snow and the pain in their shoulder on the day of the incident, and forgot that First Aid is an option. <p>Date Completed: 2024-01-23</p>	<input type="checkbox"/>	N/A	N/A	C



133700	2024-01-19	<p>Ponderosa/Time Loss/Exposure to Heat Burns/Hand</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete • Worker needs to look at the Stove Dials to see if the stove elements are on. Worker should not be testing the stove elements to see if they are on (HOT), with their bare hand. • Worker has been instructed to visually check that the dials, that they are turned in the OFF position. And to not check if they are on, which a bare hand. <p>Date Completed: 2024-01-19</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
133747	2024-01-19	<p>Place Vanier/ Incident only/ Repetitive Motion/ No Injuries</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete • Remind worker to take breaks when tired and stretch if sore after doing repetitive movements • Talked to the worker <p>Date Completed: 2024-01-27</p>	<input type="checkbox"/>	N/A	N/A	C
133710	2024-01-21	<p>Acadia/ Time Loss/ Struck Against/Pain from Impact</p> <ul style="list-style-type: none"> • Building Services Manager to have conversation with Service Worker regarding working in new or unfamiliar spaces; to do a walk through of the space before doing the tasks to identify possible ground level risks. • Conversation with Acadia Assistant Supervisor team regarding walking new staff to the area through spaces to identify possible risks • BSM Karen spoke with Ast Sup about walking staff through spaces to identify possible risks and responsibility to contact First Aid at -24444 	<input type="checkbox"/>	N/A	N/A	C



		<ul style="list-style-type: none"> The step stool is metal and dark and can blend into the the counter space. Perhaps the stool steps can be marked with a bright tape or a reflective tape or a bright spray paint for the top of the step stool. <p>Estimated Completion Date: 2024-01-31</p>				
133728	2024-01-24	<p>Place Vanier/ Incident only/Caught In, Under or Between Puncture Wound /Fingers</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete Remind worker to wear rubber gloves when cleaning the washrooms and to ask for new gloves if required. Supervisor reminded worker about wearing rubber gloves when cleaning a washroom <p>Date Completed: 2024-01-24</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
133741	2024-01-26	<p>(Gage)tə šxʷhələləməs tə kʷaʷlkwəʔaʔt (The Houses of the Ones Belonging to the Saltwater)/ Incident only/ Equipment/Facility Failure (No Injuries)</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete Corrective Action 1Corrective Action Identified: Review work procedures and safety checklist with all service workers when operating the waste compactor at Walter Gage. Reviewed safety check list and reminded staff about the importance of locking the control panel for the compactor. Follow-up with a maintenance inspection on the control panel switch for the waste compactor. Include in regular safety inspection of work site <p>Date Completed: 2024-02-12</p>	<input type="checkbox"/>	N/A	N/A	C



133746	2024-01-27	<p>Place Vanier/ Time Loss/ Other motion/Arm</p> <ul style="list-style-type: none"> • Area Manager to discuss with Service Worker regarding strategies during repetitive work like mopping stairs. For example, switching up tasks floor by floor so that many different tasks are completed before having to mop the next flight of stairs. • Making sure that staff are using the right tools and equipment for the right task. In this specific case, the micro-fibre mop could have been exchanged for a more rigorous string mop based on the amount of salt stains on the stairs. • Estimated Completion Date: 2024-02-29 	☑	DV	03-12-2024	IP
133770	2024-01-31	<p>(Gage)tə ʃxʷhəleləms tə kʷəlkʷəʔaʔt (The Houses of the Ones Belonging to the Saltwater)/ Incident only/ Caught In, Under or Between/Laceration /Hand</p> <p>✓ All Corrective Actions Complete</p> <ul style="list-style-type: none"> • Posture & Work Planning prior to beginning a task • Reviewed the work procedures with the Worker: 1) Use the feet to move the wedge; avoid stooping 2) If the wedge does not fit under the door, use a different wedge; avoid areas or use caution when performing tasks where fingers may be caught in narrow/tight spaces • Improper door wedge • Removed the door wedge and replaced it with the bean bag door stop. <p>Date Completed: 2024-01-31</p>	☑	N/A	N/A	C



133789	2024-02-01	Place Vanier/Incident only/Rubbed, Abraded, Sharp Contact/Laceration (cut or torn skin)/Hand <ul style="list-style-type: none">✓ All Corrective Actions Complete• The worker can do a visual inspection of the area to ensure all the screws are present. Position step ladder so that you can safely do a test by gently pushing the vent to ensure it is fully attached to the ceiling General inspections of other exhaust ceiling vents is being conducted.• The fallen exhaust vent will be secured to the ceiling with additional screws. Head trades contacted to assign to carpenter. All exhaust vents in Place Vanier were evaluated. The fallen one was fixed by someone in SHCS Trades. Date Completed: 2024-02-13	<input checked="" type="checkbox"/>	N/A	N/A	C
133795	2024-02-01	Totem Park/Incident only/Repetitive Motion/Other Strains <ul style="list-style-type: none">✓ All Corrective Actions Complete• Review task and tools with the employee using the right technique holding the dustpan and sweeping the floor• The service worker showed the way he was using the tools at the moment when the pain started. He was having the right position using the tools. Date Completed: 2024-02-13	<input type="checkbox"/>	N/A	N/A	C



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Safety Culture digital inspections	05-10-2022	No new updates	JW/KA	Monthly	<input checked="" type="checkbox"/>
Vehicle inspections	08-09-2022	<ul style="list-style-type: none"> Trades and Warehouse vehicle inspections Two ClubCars at Acadia Park Conferences and Accommodations 	RH	Monthly	<input checked="" type="checkbox"/>
Trade Shop & Warehouse inspections	08-09-2022	<ul style="list-style-type: none"> Trades shops are now being inspected 5/5 Warehouse inspections 1/1 – Carpentry shop, Shipping and Receiving, General warehouse	SB/LK	Monthly	<input checked="" type="checkbox"/>
	#	Building	Completed		
	1	Acadia Park/Fairview Crescent/Fraser Hall	February 8		
	2	Ponderosa	February 8		
	3	Orchard Commons	February 23		
	4	Gage	February 9		
	5	Thunderbird	February 9		
	6	Saltwater	February 6		
	7	Exchange	February 6		
	8	Marine Drive	February 6		
	9	Totem	February 5		
	10	Vanier	February 6		
	11	Brock Commons – completed 6x/year	February 9		



6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	04-12-2022	Sam Medeiros, Rebecca Eng and Winnie Wan to sign up for LST training, links shared.	RE/WW	03-12-2024	IP
Trades Training	04-12-2022	<ul style="list-style-type: none"> - Hand-power tool training is underway! - Refresher training recently completed for all FABS staff! - Hearing testing was conducted 	CP	03-12-2024	IP
CAIRS/ New HK training	09-12-2023	<ul style="list-style-type: none"> • CAIRS training for seasonal/temporary supervisors- TBD Supervision at UBC Canvas online training through workplace learning • Possible training for seasonal/temporary supervisors (TBD) 	ALL	03-12-2024	IP
Western Conference on Safety	02-13-2024	<ul style="list-style-type: none"> • Encouraged to attend safety events this spring! • April 18th SHCS will attend as a group, details to follow. 	ALL	03-12-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership update	04-12-2022	Sam Medeiros, Facilities Coordinator joins the LST!	ALL	03-12-2024	IP
NB-12-12-2023-01	12-12-2023	<p>Place Vanier- loading dock near kitchen – no designated smoking area; cigarette butts and constant spitting in common work area- problematic for workers using the compactor and housekeeping staff responsible for this area</p> <p>February update: No longer a concern as smoking area moved to an appropriate distance.</p>	DV/KH	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2-13-2024-01	2-13-2024	Gage staff room concerns re electrical heating from baseboards is insufficient; electrical work required. Renovations may be pending.	RE/LD	N/A	C
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	13 NEW (2 OPEN)	7/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Building Services		11	11	
	Warehouse- Shipping/Receiving & Carpentry Shop		1	1	
	Trades Shops		5	5	
Vehicle Inspections completed:	Trades		276	N/A	
	Warehouse		10	N/A	
	Conferences & Accommodations		3	N/A	
	Acadia ClubCars (2)		0	N/A	
Good News/ Success Stories/Safety Wins!	Date	DESCRIPTION			
	2-13-2024	<ul style="list-style-type: none"> - Hand-power tool training is underway! - Refresher training recently completed for all FABS staff! - Hearing testing was conducted 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				



9. NEXT MEETING	
Date:	March 12, 2024
Time:	10:00 AM
Location:	Ponderosa 17 th floor Sky Lounge Boardroom

10. MEETING ADJOURNED	
Time:	11:30 AM

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



Local Safety Team Agenda

CAIRS 133647– Gage V-Tug





Local Safety Team Agenda

CAIRS 133770 - Gage - Iona Building

