



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: March 12, 2024

Time: 10:09 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 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 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 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 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 checked="" 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- modified process for minutes distribution: Passed Overview of changes to ensure quicker turn around and more timely availability of LST meeting minutes: <ul style="list-style-type: none"> - Safety & Claims Coordinator will send out draft minutes (reviewed by Advisor) to the Co-chairs for their review and approval - Co-Chairs have 48 hrs to provide their feedback. Note: These will be the approved Minutes added to the SHCS-JOHSC package and uploaded to the SHCS Staff Safety page: https://shcs.ubc.ca/safety/	<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
134005	2024-02-21	(Gage)tə ʃxʷhələləm̓s tə kʷaɬkʷəʔaʔt (The Houses of the Ones Belonging to the Saltwater)/ Incident only/Vehicle Damage/ No injuries ✓ All Corrective Actions Complete <ul style="list-style-type: none"> • Remind the employee to do a parameter walk around the vehicle to see what hazards might exist when pulling out. • Reviewed and discussed corrective actions completed: 2024-03-01 	<input type="checkbox"/> N/A	N/A	N/A	C
133940	2024-02-22	UBC Concourse near Brock Hall/Incident only/Fall on same level ✓ All Corrective Actions Complete <ul style="list-style-type: none"> • Spoke with employee about using pathways and watching the conditions. 	<input checked="" type="checkbox"/>	N/A	N/A	C



		<ul style="list-style-type: none"> Reviewed and discussed corrective actions completed: 2024-02-22 				
133985	2024-02-25	<p>(Gage)tə šxʷhələləm̓s tə kʷaλkʷəʔaʔt (The Houses of the Ones Belonging to the Saltwater)/ Incident only/ Back Strain</p> <ul style="list-style-type: none"> ✓ All Corrective Actions Complete • Train Staff on V-Move use at Iona House • Review procedures for reporting injury/incident in the workplace to the Building Services Manager; Reporting and communicating barriers that may prevent completing tasks • On February 28 & 29: <ol style="list-style-type: none"> 1) Reviewed reporting procedures when an accident/incident/injury occurs in the workplace. The CAIRS/Safety procedures were already discussed during the annual refresher training - attended on February 22nd. 2) Reviewed and discussed when and how to report and communicate issues to the BSM and/or Supervisor. Discussed reviewing the work plan before beginning a task. Discussed taking lighter loads and multiple trips when transporting waste to and from the building to the compactor area. • Reviewed and discussed corrective actions completed: 2024-02-29 	☑	N/A	N/A	C
134027	2024-03-07	<p>Acadia/ Time Loss/Laceration /Head</p> <ul style="list-style-type: none"> • Investigation underway; reviewed mechanism of injury and description- LST left open to review corrective actions • Root cause is not required- report writer may enter “no single root cause identified” 	☑	PT/LK	04-09-2024	IP



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Safety Culture digital inspections	05-10-2022	<ul style="list-style-type: none"> • Actions reported in Safety culture- warehouse truck lift gate was reported as action from previous inspection • Safety on Ramp was not engaging – action corrected, but not meeting obligations to follow-up and sent repeatedly to appropriate supervisor – push notification/reminders • Ability to make video using “Heads Up” feature in Safety Culture and can export a report to garage so action is corrected without delay 	JW/KA	Monthly	<input checked="" type="checkbox"/>
Vehicle inspections	08-09-2022	<ul style="list-style-type: none"> • Trades and Warehouse vehicle inspections- Gage has 2 old vehicles (2013)- wipers keep going, reported to Garage but they don’t have correct parts • May be reasonable to determine if parts can be sourced elsewhere to rectify issues which pose safety hazards 	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 0/1 – Carpentry shop, Shipping and Receiving, General warehouse 	SB/LK	Monthly	<input checked="" type="checkbox"/>
	#	Building	Completed		
	1	Acadia Park/Fairview Crescent/Fraser Hall	March 6		
	2	Ponderosa	March 7		
	3	Orchard Commons	March 20		
	4	Gage	March 9		
	5	Thunderbird	March 7		
	6	Saltwater	March 7		



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

	7	Exchange	March 10	
	8	Marine Drive	March 20	
	9	Totem	March 11	
	10	Vanier	March 17	
	11	Brock Commons – completed 6x/year	March 13	

6. EDUCATION AND TRAINING

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	04-12-2022	Winnie Wan successfully completed LST Training! Sam Medeiros, and Rebecca Eng to sign up for LST training, links shared.	RE/SM	04-09-2024	IP
Hand-tool training	N/A	16 participants- service workers, utility workers and housekeeping supervisors- great feedback!	RF	N/A	C
Trades Training	04-12-2022	No New	CP	04-09-2024	IP
CAIRS Training	09-12-2023	<ul style="list-style-type: none"> CAIRS training for seasonal/temporary supervisors- train the trainer Supervision at UBC Canvas online training through workplace learning and task list Led by Safety and Risk Services- currently no sandbox for testing CAIRS reports and completing a run-through 	RE	N/A	C
New HK training	N/A	<ul style="list-style-type: none"> 2-day training -Start date April 29th Course sessions will span over 7 days-extended due to increased interest <ul style="list-style-type: none"> Day 1- Safety Lecture & on-the-job training Day 2- On the-job training & HR Policy Day 3- Start of work 	SM	N/A	C



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	04-09-2024	IP
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7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership update	04-12-2022	No New	ALL	04-09-2024	IP
133732	N/A	Sage GSC/Time Loss/Fall from elevation/Strains/Ankle- Investigation complete, worker returned to work on full shifts	N/A	N/A	C
133746	N/A	Place Vanier/Time Loss/Other Motion/Arm- Investigation completed, Worker returned to work on full shifts and light duties	N/A	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	4 NEW (1 OPEN)	3/4; 1 N/A- Vehicle Damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	2 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Building Services		11	11	



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)			
	Warehouse- Shipping/Receiving & Carpentry Shop		1
	Trades Shops		5
*Vehicle Inspections completed:	Trades		*Note: Reported at the JOHSC
	Warehouse		N/A
	Conferences & Accommodations		N/A
	Acadia ClubCars (2)		N/A
Good News/ Success Stories/Safety Wins!	Date	DESCRIPTION	
	3-12-2024	<ul style="list-style-type: none"> - Winnie Wan successfully completed LST Training! - Training program developed for seasonal hire- uptick in interested participants due to increased rate of seasonal applicants - HOP Seminar on March 5th was well received & learnings will be shared at BSM training on April 10th 	
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.		

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

10. MEETING ADJOURNED	
Time:	11:33 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