



## 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 hən̓q̓əmi̓n̓əm (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	<b>Susan Kelly, FSA [Co-Chair]</b>	Gather @ Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jennifer Andrews, Supervisor- departed from LST on April 10, 2024	The Point	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Brian Bogart, First Cook</b>	Open Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>Marjorie Onorico, SFSA</b>	Starbucks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>Nicolas Lay, GWH-Storeman</b>	Retail (UBC life and Trek)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Phillip Wong, Supervisor ((A) for Susan Kelly)	Open Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
	Racquel Dizon, Retail Group,((A) for Marjorie)	Tims- Retail Operations	<input type="checkbox"/>	<input type="checkbox"/>
Olof Balasamy, Storeman((A) for Brian Bogart)	Feast@Totem	<input type="checkbox"/>	<input type="checkbox"/>	
Employer Representatives	<b>Kerensa Wotton, Residence Dining Manager</b>	Gather @Vanier's	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>Jody Ropas, Retail Manager</b>	Retail Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>Bogdan Anton, Supervisor</b>	The Point/Sage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>Andy Chan, Exec. Sous Chef</b>	Culinary Lead (UBC Eats & CK)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rene Atkinson, Residence Dining Manager (A) for Kerensa)	Feast@Totem	<input type="checkbox"/>	<input type="checkbox"/>
	Connie Lay, Retail Manager (A) for Jody Ropas	Retail Operations	<input type="checkbox"/>	<input type="checkbox"/>
	Johnny Bridge, Culinary Lead (A) for Andy Chan)	Gather @Vanier's	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Colin Moore, Director Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, Safety Advisor	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, Compliance & Claims Associate	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, Safety & Claims Coordinator	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Gontran Paget, Senior Manager, Safety Management Systems	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, Safety Advisor	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Kate Allan, Safety Advisor	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>



<b>3. REVIEW OF DOCUMENTS</b>	<b>Completed</b>
Agenda- any proposed changes, additions (i.e. New Business)	<input checked="" type="checkbox"/>

4. REVIEW OF CAIRS - <i>Full CAIRS Report attached below.</i>						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)							
134054	2024-03-13	<b>Open Kitchen/Incident only/ Burn to(palm) right hand</b> Worker grabbed the handle of the empty hot pot causing burn to right hand palm. Action: Manager completed investigation after mtg date so LST left open to review corrective actions.	<input checked="" type="checkbox"/>	N/A	05-08-2024	IP	
134049	2024-03-13	<b>Open Kitchen/Incident only/Cut/(pinky) Finger</b> Employee was peeling beets with a vegetable peeler and sliced off part of nail from pinky finger. Best practices reviewed with worker: <ul style="list-style-type: none"> <li>- Important to stay focused on tasks when using sharp tools</li> <li>- ensure that hands are wiped periodically to minimize the potential for slipping while using the peeler</li> </ul> Investigation & Corrective Actions Reviewed: <b>OK to Close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C	



134066	2024-03-13	<p><b>Tim's at Trek/Time Loss/2<sup>nd</sup> degree burn/ (R.) Hand</b>          Worker pulled out the basket prior to the cycle being completed and hot water splashed onto their right hand causing a burn.          Best practice:          - Put on some kind of warning tag or cup on the basket handle or front of brewer to act as an additional reminder that "brewing cycle" is in progress          Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134070	2024-03-14	<p><b>Subway@ Life Building/Incident only/Cut/ (R. pinky)Finger</b>          Worker was clearing the dishwasher during closing. While unloading inserts the rough edge of the dish machine door scraped right hand resulting in a small laceration.  <b>UBC-FA not called</b> at end of shift to assess          Action:          - Inspected the dishwasher door edges/ reasonable condition depending on the force used to remove an item there is a possibility that fingers could scrape across the edge          Best practices:          - tray should be pulled out first before removing the content          - Rubber gloves to be used when doing end of shift duties          - If using shared gloves for your own protection use a pair of vinyl gloves underneath.          Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>	<input type="checkbox"/>	N/A	N/A	C
134059	2024-03-14	<p><b>Tim's at Trek/Medical treatment/Cut/(L.) Hand</b>          Worker was cleaning in the walk in cooler and struck their finger against the edge of a metal rack resulting in a minor cut to finger. UBC-FA called; transported worker to Urgent Care for further assessment due to excessive bleeding.          Action: Shelving units were inspected; all in reasonable condition          Best practices:          - Wear rubber gloves as added protection for hands when using chemicals. Be aware of your surroundings.</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



		<ul style="list-style-type: none"> <li>- When you strike your hand with any kind of force on edges or in a scraping motion cuts can occur.</li> <li>- Making sure that we inform all the staff working in this unit.</li> </ul> <p>Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>				
134111	2024-03-24	<p><b>Open Kitchen/Incident only/Back pain/Non- work related</b></p> <p>Worker was on their break, sitting in the dining room, when they started to feel dizzy and their vision was blurry.</p> <ul style="list-style-type: none"> <li>- UBC-FA called from office; transported to UBC emergency</li> <li>- Personal health issue - Not work related</li> </ul> <p>Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134136	2024-03-27	<p><b>Tim's Orca House/Incident only/ Burn/ (L.) Hand/Fingers</b></p> <p>Worker using panini grill, touched the top part of the grill which was hot and burned 2 finger tips on their left hand.</p> <p>Best practices:</p> <ul style="list-style-type: none"> <li>- Use the tongs provided to avoid any contact with the hot surface of the panini machine</li> <li>- when working with hot surfaces ensure you stay focused on the task.</li> </ul> <p>Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134163	2024-04-01	<p><b>Feast at Totem/ Incident only/(L.) Eye</b></p> <p>Worker was flipping a burger patty, juice or grease from it splashed up and a drop or two landed in their left eye. Delayed reported and UBC-FA was not called to assess on day of Inc, and no Dr visit has taken place to date.</p> <p>Best practices:</p> <ul style="list-style-type: none"> <li>-Report all incidents to your supervisor ASAP</li> <li>-ensure that you receive proper medical treatment: You do NOT ever want to take chances with your eyes.</li> <li>-UBC-FA is here to support and assess on day of and/or anytime post incident.</li> </ul> <p>In this case a follow up with your Dr. would have been be wise as worker was reporting minor irritation 2-3 days later</p>	<input type="checkbox"/>	N/A	N/A	C



		-Worker splashed clear water into their eye post incident- use eye-wash stations- always ask for help and report -Always good to ensure that the grill is cleaned down periodically during production/service -minimize grease buildup/residue Investigation & Corrective Actions Reviewed: <b>OK to Close</b>				
134175	2024-04-05	<b>Place Vanier/ Medical Treatment/ Bruise/Knee</b> Worker stirring maple syrup when it boiled over and after cleaning up the spill with a GWH the worker slipped on the wet floor and fell to ground, landing on their left knee. UBC-FA called to assess. Worker decide to seek additional medical treatment for X-rays to make sure knee was OK. Best practices: - ensure you put up wet floor signs to mark the area as it dries to provide warnings to yourself and team mates - situational awareness and scan any area beside/in front of/below or above before moving into or through the space - confirmed adequate footwear for the job was worn at time of incident. Investigation & Corrective Actions Reviewed: <b>OK to Close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C
134184	2024-04-08	<b>Open Kitchen/Incident only/ Burn/Shoulder</b> Worker filling up cutlery at the condiment station when another staff member on break turned around with a cup of hot tea and bumped into the left shoulder of co-worker. Hot water from their cup spilled onto their co-workers left shoulder causing burn. Best practices: - situational awareness throughout all areas of Open Kitchen, even when on break. There is lots of action and movement of guests and workers throughout - always look before you turn and then move. - review best practices at stand up mtgs this week Investigation & Corrective Actions Reviewed: <b>OK to Close</b>	<input checked="" type="checkbox"/>	N/A	N/A	C



FA104151 FA only	N/A	<b>Feast @Totem/ FA only incident with Scooter - NOT work related</b> Employee was injured after work, on their way off campus when using a scooter; Worker has significant injuries but is OK	<input checked="" type="checkbox"/>	N/A	N/A	FYI only
FA104166 FA only	N/A	<b>Gather@ Feast / Personal health issue - Not work related</b> Worker had a medical issue during their shift Worker is OK post-incident, but will be off for the rest of the term due to the severity of their injuries; <b>OK to close</b>	<input checked="" type="checkbox"/>	N/A	N/A	FYI only


#### 5. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Area Inspections	N/A	March Inspections (Feb 21-March 20): 100% 18/18 Point closed and major clean-up underway. 17 April inspections to be completed by April 19 <sup>th</sup>	JT	Monthly	On going
Vehicle Inspections	N/A	JT to complete a spot inspection at Sage; reported at JOHSC	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	Bogdan Anton and Brian Bogart will participate in Apr. LST training	MKS w/ members	05-08-2024	IP
Western Conference on safety	04-18/19-2024	Conference reminders to members: <ul style="list-style-type: none"> <li>Safety team will be going on April 18<sup>th</sup> to participate / Lunch will be provided for all attendees / Kerensa, Susan and Marena attending.</li> </ul>	ALL	N/A	C



7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	01-01-2024	Jennifer Andrews departs LST. Representation from Sage restaurant pending, Bogdan will follow up with new reps for LST.	MKS/JT/CM	N/A	IP
133818	N/A	<p>Gather@Vaniers: steam burn to forearm, opening door</p> <p>Outstanding Action Item: replacement of potwasher spring (right size) and door opening mechanism fixed and functional!</p>  <p>As of April 9<sup>th</sup>. LST OK to close file</p>	KW	N/A	C
NB- 12-07-2023-01	12-07-2022	<p>“No Parking signs and paint marks Project” at Totem Loading dock:</p> <p>Signage/ Stall signs will be installed by Parking Services by Apr 30<sup>th</sup></p> <p>Line painting will be done in May</p>	JT/LMc/TL	05-08-2024	IP





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

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
N/A	Apr 28 <sup>th</sup>	Day of Mourning event being held on April 28th in Downtown Vancouver and other locations across the lower mainland. Check out their website for more details.	N/A	N/A	FYI only

**SUMMARY FOR THE JOHSC**

	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
CAIRS review:	NEW	10 NEW (1 OPEN) + 2 FA only (Non-work related)	7/10 for CAIRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	INSPECTIONS		UNITS COMPLETED	VEHICLE COMPLETED	
Inspections completed:	Feb		18/18		
	March		18/18		
	April		Reported at the JOHSC		
Good News! Success Stories/ Safety Wins	Date	DESCRIPTION			
	4-10-2024	<ul style="list-style-type: none"> <li>- Bogdan Anton and Brian Bogart will participate in Apr. LST training</li> <li>- Susan and Kerensa attending the Western Conference on safety!</li> <li>- Potwasher machine door at Place Vanier fixed and operational!</li> <li>- New worker representation for Sage Catering will be forthcoming in May</li> </ul>			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				

**9. NEXT MEETING**

Date:	May 8, 2024
Time:	2:00 PM
Location:	Zoom

**10. MEETING ADJOURNED**

Time:	3:00 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