



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:	April 9, 2024	Time:	10:09 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 hən̓q̓əmi̓nəm̓ 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 type="checkbox"/>	<input checked="" 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)- departed LST on April 9th</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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Rob Auffray, <i>Manager Meeting Spaces & Support Services</i>	Conferences & Accommodations	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
	Andrew Powter, <i>Assoc. Director</i>	Thunderbird Office	<input type="checkbox"/>	<input 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"/>

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
134052	2024-03-13	<p>West Coast Suites tə ʃxʷhələləm̓s tə kʷaʕkʷəʔaʔt (The Houses of the Ones Belonging to the Saltwater)/ Incident only/Contusion/ Ankle</p> <p>Worker a was pulling the bin behind them and worker b was pushing the bin. bin accidently caught back of worker A's ankle causing small bruise. Worker A declined First Aid</p> <p>✓ All Corrective Actions Complete:</p> <ul style="list-style-type: none"> • Conversation had with worker regarding safety and procedures in the workplace. also correct ergonomic postures/movement; • Worker B was familiar with the task and provided the best direction to complete the task safely • Reviewed and discussed corrective actions completed: 2024-03-13 	<input type="checkbox"/>	N/A	N/A	C
134041	2024-03-09	<p>Place Vanier loading bay/ Slip/ No Injury</p> <p>Worker slipped on grease spill near ground drain</p> <p>✓ All Corrective Actions Complete:</p> <ul style="list-style-type: none"> • Staff alerted to be on the look out for grease spills on the pavement of the loading bay; pressure washed to remove grease and staff warned to be aware of potential hazard. 	<input type="checkbox"/>	N/A	N/A	C



		<ul style="list-style-type: none"> Reviewed and discussed corrective actions completed: 2024-03-12 				
134033	2024-03-10	<p>Totem/Incident only/Fall on same level/Left shoulder, elbow, hip Worker was cleaning a shower- slipped on spilled shampoo ✓ All Corrective Actions Complete:</p> <ul style="list-style-type: none"> Trained worker and demonstrated cleaning shower safely; knowledge transfer took place Reviewed and discussed corrective actions completed: 2024-03-31 	<input checked="" type="checkbox"/>	N/A	N/A	C
134065	2024-03-14	<p>Tillicum day care/Incident only/struck against/Head Worker was vacuuming and hit head on overhead Children's Climber</p> <ul style="list-style-type: none"> Corrective Actions incomplete 	<input checked="" type="checkbox"/>	LL	05-14-2024	IP
134151	2024-04-02	<p>Place Vanier/Time Loss/Non- work related/No Injury Worker strained back during break, pre-existing but incident was documented and reviewed. ✓ All Corrective Actions Completed: 2024-04-02</p>	<input type="checkbox"/>	N/A	N/A	C
134177	2024-04-02	<p>Brock North Commons/Incident only/struck by/Cut/Hand Worker was aligning metal waste bin to the compactor; not wearing gloves and was not following procedure to roll the vinyl cover of the bin. Cause of misalignment of bin to the compactor was the vinyl cover and chain sticking out from the chute/opening. Corrective Actions pending: estimated completion May 5th Actions: Worker should wear gloves when completing task.</p> <ul style="list-style-type: none"> Replace vinyl cover from the metal waste bin (3 bins) with a metal cover (similar to Saltwater Residence). Possibly add hook to secure vinyl; can be mentioned to waste management 	<input checked="" type="checkbox"/>	RE	05-14-2024	IP



6. EDUCATION AND TRAINING

Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	04-12-2022	Sam Medeiros and Rebecca Eng to sign up for LST training, links shared.	RE/SM	05-14-2024	IP
Trades Training	04-12-2022	No New	CP	05-14-2024	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. Rebecca Eng to attend 	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	04-12-2022	Teo departs from the LST and JOHSC.	ALL	05-14-2024	IP
133985	2024-02-25	(Gage)tə šx ^w həleləməs tə k ^w ałk ^w əʔaʔt (The Houses of the Ones Belonging to the Saltwater)/ Incident only/ Back Strain/V move-training completed; pictures attached. Investigation complete, worker returned to work	N/A	N/A	C
134027	2024-03-07	Acadia/Time Loss/Cut/Head- Investigation completed, Worker returned to work on full shifts, no further action required	N/A	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-24/04/09-01	4-9-2024	Shoes for crews- poster and ordering guide to be shared at stand-up meetings	ALL	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
NB-24/04/09-02	4-9-2024	Vacuum cleaner at the Warehouse-concerns raised about safety of repairs made to vacuum cleaners dropped off at Warehouse and other units- re-wiring and belt replacement secured with electrical tape- poses a fire hazard. These may not be safe to use and circulate. Sarah to send Raul and Claudia pictures and to check with Utility workers re repairs to vacuums sent to warehouse	RF/SB/CP	05-14-2024	IP
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	6 NEW (2 OPEN)	3/6	<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		8	11	
	Warehouse- Shipping/Receiving & Carpentry Shop			1	
	Trades Shops		5	5	
Vehicle Inspections completed:	Trades		Reported at the JOHSC	N/A	
	Warehouse			N/A	
	Conferences & Accommodations			N/A	
Good News/ Success Stories/Safety Wins!	Date	DESCRIPTION			
	4-9-2024	<ul style="list-style-type: none"> V-move training went very well! Hand tool training went well! Pictures to be shared at JOHSC. BSM training on April 10th will include Safety & Claims components presented by Safety team. 			



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.
-----------	---

9. NEXT MEETING

Date:	May 14, 2024
Time:	10:00 AM
Location:	Ponderosa 17 th floor Sky Lounge Boardroom

10. MEETING ADJOURNED

Time:	10:35 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