



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 x̱m̓əθḵw̓əy̓əm (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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Brian Bogart, <i>First Cook</i>	Open Kitchen	<input checked="" type="checkbox"/>	<input 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 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"/>
	Bogdan Anton, <i>Supervisor</i>	Sage @ UC	<input type="checkbox"/>	<input checked="" 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"/>
Resources/ Guests	Loriann McGowan, <i>Assoc. Director Residence Dining</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Agnes Lui, <i>Pacific Poke</i>	Life Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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 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)							
134191	2024-04-09	<p>OK/Incident/Contusion/Hand Staff member pulled the reel hose from the slack hose side to create a length of hose to use but the hose snapped back into the reel and the nozzle (which was resting on the tap handle) struck the employee in the back of the hand as it flew back into the reel. Actions: Spoke to GWH at Stand Up Meetings the week of April 14 about how to properly use the Reel Hose. Best practices: <ul style="list-style-type: none"> (1) The hose is to be picked up and pulled with the nozzle in hand. Staff must never pull from the hose side alone. (2) Care and attention must be paid to ensure the hose is in a locked position before the cleaning task. Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C	
134197	2024-04-09	<p>Totem/Incident/Fall/Head The employee used a chair beside the locker as a stepping stool to get some of their things stored on top of the lockers and fell</p>	<input type="checkbox"/>	N/A	N/A	C	



		<p>backwards into the wall 3-4' behind them striking their head against the wall, before starting the 6AM shift. UBC-FA was NOT called to assess; worker declined.</p> <p>Actions: Standard practices in the locker rooms going forward:</p> <ol style="list-style-type: none"> 1. NO personal items are to be stored on top of the lockers 2. The chair is to be used as a changing aid only! ie. putting on shoes/placing personal items on until they can be put in a locker 3. Note: toilet paper for evening custodial team is the only item allowed on top of the lockers to facilitate easy change out during pm cleaning. They have proper step stools to use as needed. <p>Items are no longer stored above on locker, use step ladders Investigation & Corrective Actions Reviewed: OK to Close</p>				
134199	2024-04-10	<p>Totem/Incident/Heat/1st degree Burn/Finger</p> <p>The employee grabbed an insert from the bottom, not knowing it was hot because it was sitting above a pilot light. This resulted in a 1st degree burn to their middle finger. UBC-FA called to assess.</p> <p>Best practices:</p> <ol style="list-style-type: none"> 1. Don't place insert/metal containers on top of pilot lights on stovetops. 2. If insert needs to be there put on a pot holder to warn team mates that surface could be hot. 3. Chef's advice: "assume" things in the kitchen are "hot" and always be prepared to use aids as needed to move things safely. <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input type="checkbox"/>	N/A	N/A	C
134200	2024-04-10	<p>Subway@ Life Building/Incident/1st degree burn/ (R.) Arm</p> <p>Sandwich artist was removing a toasted sandwich out of the Merry Chef and turned to place it down, the paddle brushed up against another sandwich artist. This resulted in a minor burn to</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



		<p>the right forearm of the 2nd worker as it came into contact with the edge of the hot paddle. UBC-FA called to assess.</p> <p>Best practices:</p> <ol style="list-style-type: none"> 1. Slow down on the line as it is limited space 2. communicate clearly as you move across someone else's path: either in front of/ to the side or from behind <p>Investigation & Corrective Actions Reviewed: OK to Close</p>				
134207	2024-04-10	<p>Totem/Incident/Back Strain/R. Lower Back/Hip</p> <p>Staff went to change the empty CO2 tank and when they lifted the empty tank, they felt a tweak in the lower right side of their back plus in the upper right side of their hip. UBC-FA not called.</p> <p>Action:</p> <ul style="list-style-type: none"> • Worker will now get someone else to help lift CO2 tanks. • Important to work within your limits and ask for help when needed. <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134278	2024-04-11	<p>OK/Time Loss/Fall from elevation/Knee</p> <p>Staff member finished shift and left the building via the receiving doors. Surface was slippery due to rain that day and foot traffic. Staff member uses a cane to assist in walking and lost their balance preparing to go down the single step to main flooring of the loading dock surface as their cane slid out from under them resulting in the worker falling to the ground, landing on their knee.</p> <p>UBC-FA was not called to assess- declined by worker</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff advised to leave through the front doors from Open Kitchen instead of the loading dock entrance for some time now. • Reminder to all that even though this loading dock is fully covered the ground surface can get slippery from 	<input checked="" type="checkbox"/>	N/A	N/A	C



		<p>delivery truck traffic on rainy days. Also wind can blow in rain as well if coming from the open side on the north.</p> <ul style="list-style-type: none"> Everyone needs to exercise care in this space as there is nothing to be done to this flooring. <p>Investigation & Corrective Actions Reviewed: OK to Close</p>				
134230	2024-04-12	<p>Sage/Incident/ Struck against/Contusion/Hand Staff was moving a warmer and when they passed through door by the main elevator, their right hand got stuck between the door frame and the warmer. Ice was applied to hand. It was decided not to call UBC-FA to assess. Worker appeared fine.</p> <p>Action:</p> <ul style="list-style-type: none"> The person carrying the hotbox must keep the hands inside of the perimeter of the box at all times to make sure it doesn't get caught between the box and walls or door frames. <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134225	2024-04-14	<p>OK/ Medical Treatment / Cut/ (L.) Hand/Thumb Employee was helping at Square station. Brought a tray of garlic bread from the oven and was rushing to cut the bread knowing the pasta was ready in the back. While rushing, employee sliced open left thumb, cutting into the nail.</p> <p>Action: Remind employees to focus on task when using sharp knives</p> <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134215	2024-04-15	<p>Place Vanier/ Incident/ Cut/ Forehead Staff was trying to get a metal insert in the dish room with the help of the other staff; the metal insert fell and cause a minor cut on the staff's eyebrows. UBC-FA called to assess.</p> <p>Action: Stacking of inserts are done to a minimum.</p> <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



134224	2024-04-16	<p>Totem/ Medical Treatment/ Burn/ L.Eye Cook was cleaning the fryer, oil splashed up into left eye with a few drops of hot oil. UBC-FA called to assess. Worker transported to Urgent Care for further assessment. No time missed beyond day of incident.</p> <p>Actions: Cooks will wear protective eyewear when filtering/cleaning the fryer to prevent any accidental matter getting into the eye Review filtering process with the team: <ol style="list-style-type: none"> 1. Check the hose and it's position re the wall of the pot as the oil is coming out 2. Hose should be directed towards the bottom with the worker at a safe distance above and/or to the side. </p> <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input type="checkbox"/>	N/A	N/A	C
134250	2024-04-19	<p>Totem/Incident/ Burn/R. Arm Worker used a towel to lift hot pan with their left hand, and the hot pan accidentally touched their right arm, a little above their wrist on forearm. They stated that they ran cold water over it afterwards. The worker didn't report it to me until 2.5 hours had passed. UBC-FA called to assess once it was reported.</p> <p>Actions: Discussion with the worker re: <ol style="list-style-type: none"> 1. early reporting so that the supervisor can ensure injured worker gets treatment/timely assessment of injury 2. Our employees do NOT get into trouble for reporting incidents/accidents in the workplace! We need to know so that we can ensure your safety and make sure there is no hazard that could affect others. 3. the importance of staying focused on the task at hand 4. monitor where your other your body parts are in the transfer to avoid accidental contact with hot surfaces. </p> <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



134266	2024-04-21	<p>OK/Incident/Repetitive motion/ Tendonitis/Wrist Employee was working at Global station, lifting 20L containers of sauce, pans of meatballs and pasta, serving customers. Around 8:45pm, employee felt pain in right wrist, but finished the shift and went home. UBC-FA NOT called to assess.- Declined</p> <p>Actions:</p> <ul style="list-style-type: none"> • Talk to the employee about safe lifting techniques and best practices. • Ask for help with heavy lifting.- Had a conversation with employee. Said they were fine. Wearing wrist guard. <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134268	2024-04-21	<p>Harvest / Incident/ Struck by/Contusion/Head Worker was closing the umbrella out on the patio area. They pulled the umbrella out of the baser without pulling the pin out first which allows the umbrella arms to collapse. As a result one of the umbrella arms, metal, hit them on the head. Worker placed ice on the small red area, no bleeding and went home. UBC-FA was NOT called to assess-Declined by worker</p> <p>Actions:</p> <ul style="list-style-type: none"> • Standard procedures for closing is to pull the pin first, allow the umbrella arms to lower, then tie the strap to secure the unit before pulling the umbrella out of the stand to store it inside overnight. <p>Investigation & Corrective Actions Reviewed: OK to Close</p>	<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
Area Inspections	N/A	<p>April Safety Inspections: 100% 18/18</p> <p>Seasonal closures in effect as of May 1st so the # of general inspections due by May 20th will be 11 instead of 18 or 19.</p>	JT	Monthly	On going



Vehicle Inspections	N/A	Vehicle Inspections in last reporting period: 52 For May as appropriate for vehicles being used up to May 20 th .	JT	Monthly	On going
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	<ul style="list-style-type: none"> - Bogdan Anton completed LST training on April 17th. - Brian Bogart from Culinary will participate in June's LST training - LST Training for new Sage Catering members will happen after the summer event season. 	MKS w/ members	06-12-2024	On going
Western Conference on Safety	04-18/19-2024	Kerensa, Susan and Marena attended on April 18 th -Great feedback!	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	New worker representation from Sage Catering @ UC as of June: <ul style="list-style-type: none"> - Mariana Ribeirorafare - Banquet Captain - Colin Dewars (alternate) – Catering Coordinator 	BA/LS	06-12-2024	IP
134054	24-03-13	Open Kitchen/Incident only/ Burn to(palm) right hand Worker grabbed the handle of the empty hot pot causing burn to right hand palm.	N/A	N/A	C



		Actions completed: <ul style="list-style-type: none"> Reminded Staff at Stand up meetings to not to rush the cleaning process. Pots previously containing hot liquids are to be assumed as hot and proper PPE to be used in handling them during the cleaning process. Reviewed best practices at Stand ups the week of April 8 LST reviewed corrective actions: OK to close			
NB- 12-07-2023-01	12-07-2022	"No Parking signs and paint marks Project" at Totem Loading dock: <ul style="list-style-type: none"> Appropriate signage now up in all areas of loading dock. Will keep this item open until paint lines done in May. A BIG Thanks to our Parking team for work done to date!	JT/LMc/TL	06-12-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			

SUMMARY FOR THE JOHSC

	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
CAIRS review:	NEW	13 NEW (CLOSED)	7/13 4-Declined 2-Not called	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	INSPECTIONS		UNITS COMPLETED	VEHICLE COMPLETED	
	March		18/18	68	
	April		18/18	52	



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)			
	May	/11	TBD
Good News! Success Stories/ Safety Wins	Date	DESCRIPTION	
	5-08-2024	<ul style="list-style-type: none"> - Closed all new incident reports reviewed plus the outstanding one from March - Have new worker reps from Sage Catering for this committee - Nicolas Lay or Brian Bogart will join as a guest at the May JOHSC! 	
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.		

9. NEXT MEETING	
Date:	June 12, 2024
Time:	2:00 PM
Location:	Zoom
10. MEETING ADJOURNED	
Time:	2:30 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
- FS locations for posting