



## Local Safety Team Meeting Minutes

Name of Team:	Food Services	Chair(s):	Worker Reps: Susan Kelly, Phillip Wong*(assumed chair)
			Employer Reps: Kerensa Wotton, Jody Ropas
Date:	June 12, 2024	Time:	2:00 PM
		Location:	Zoom Conference Call (see details in Outlook invite sent to <a href="#">UBC FASMAIL</a> 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 hən̓q̓əmiñəŋ (Halkomelem) speaking x̱m̓əθḵw̓əy̱əm (Musqueam) People.”**

Link to learn more: <https://indigenous.ubc.ca/>



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 checked="" type="checkbox"/>	<input 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; rejoins the JOHSC on June 25th</i>	Open Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Racquel Dizon, <i>Retail Group, (A) for Marjorie</i>	Tim's- 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"/>
	Mariana Ribeiro Rafare, <i>Banquet Captain</i>	Sage Catering at University Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Colin Dewar, <i>Catering Coordinator, (A) for Mariana</i>	Sage Catering at University Centre	<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>Assistant Manager</i>	Sage Catering at University Centre	<input checked="" type="checkbox"/>	<input 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) left LST on June 12th</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	Levi Semadani, <i>Sage Catering at University Centre</i>	Sage Catering at University Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <i>Compliance &amp; Claims Associate</i>	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety &amp; 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"/>



(A)= Alternate

<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 - 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)							
134539	06-02-2024	<p><b>Triple O Trek/Incident/Laceration/Finger/ Excessive bleeding</b> Staff member pulled out the wrapping sheet for the burgers, they cut their thumb above the joint and it started to bleed. Area was wrapped with a band-aid and finger cot but the cut continued to bleed. Worker has an underlying medical condition and UBC-FA called to assess.</p> <p><b>Best practices:</b></p> <ul style="list-style-type: none"> <li>• Good reminder to all that even paper wrappers can sometimes get in the way.</li> <li>• Wearing vinyl gloves, as appropriate, is a good preventative measure.</li> <li>• Follow up required with UBC-FA re the responding attendant’s interactions with the Food Services team members on site at Triple O.</li> </ul> <p>Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>	<input checked="" type="checkbox"/>	N/A	N/A	C	



134525	06-03-2024	<p><b>Sage @ University Centre/Medical Treatment/Struck in the ribs</b> The employee accidentally miscalculated the amount of clear space around them as they were walking up the stairs holding 2 large food platters. This resulted in the misaligned platter they were holding to hit the door jam, striking them in the chest/torso</p> <p><b>Reminders:</b></p> <ol style="list-style-type: none"> <li>1. Situational awareness in spaces as moving through them is key. Try to ensure enough clearance when carrying large/heavy items</li> <li>2. Be kind to yourself- these are miscalculations and errors- there is no intent behind these actions</li> </ol> <p>Investigation &amp; Corrective Actions Reviewed: <b>OK to Close</b></p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134582	06-08-2024	<p><b>Sage @ University Centre/Guest Incident/Severe allergic Reaction</b> The guest was served an item that a staff member prepared for them with an ingredient that the guest was allergic to. Guest had a significant allergic reaction and administered their own epi pen. UBC-FA and 911 called to assess and provide additional support as needed to the guest.</p> <p><b>Learnings:</b></p> <ol style="list-style-type: none"> <li>1. Review all allergy information with the entire team before the event</li> <li>2. Follow standard operating procedure for serving guests Document sent to all team members</li> <li>3. Importance of ensuring our standards for allergy prevention are never compromised</li> </ol> <p>Investigation &amp; Corrective Actions Reviewed: <b>OK to Close.</b> <b>Management has done all they can to address guest concerns on the back end.</b></p>	<input checked="" 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	May Safety Inspections: 9/10 Sage @ UC not completed June Inspections due by June 20 <sup>th</sup> – Gather @ Vanier re-opened	ALL	Monthly	On going
Vehicle Inspections	N/A	All vehicles in use were inspected during this period as required	ALL	Monthly	On going
Other FS Inspections	N/A	None reviewed at this month’s meetings	ALL	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"> <li>- Brian Bogart from Culinary successfully completed LST training</li> <li>- LST Training for new Sage Catering @UC members:</li> <li>- Mariana has signed up for June sessions</li> <li>- Colin plans to complete training in the early fall</li> <li>- Marena supporting as needed with these two new members</li> </ul>	MKS w/ members	07-10-2024	On going

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	01-01-2024	Phillip Wong rejoins JOHSC as member – alternate for Susan and will attend both meetings on any month when Susan chairs the JOHSC	ALL	07-10-2024	C
NB- 12-07-2023-01	12-07-2022	Update on the “Parking signage/Paint marking Project” at Totem Loading dock: <ul style="list-style-type: none"> <li>- Signs are up</li> <li>- Parking expects this to be done in the next 3-4 weeks</li> </ul>	JT/LMc/TL	07-10-2024	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					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
	NEW	3 NEW (CLOSED)	3/3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	INSPECTIONS		UNITS COMPLETED	VEHICLE COMPLETED	
	April		18/18	52	
	May		9/10	TBD	
	June		/11		
Good News! Success Stories/ Safety Wins	Date	DESCRIPTION			
	6-12-2024	<ul style="list-style-type: none"> <li>- Great attendance for a June LST meeting... best attendance ever!</li> <li>- Suggestion from Kerensa to the Safety Team to explore looking into incentives to encourage new employees to join the safety committee in the future and easily identify LST and JOHSC members across (i.e., shirts, vests, buttons)</li> <li>- Update on the shoreline clean up event at Wreck Beach on June 6<sup>th</sup> from Kerensa:               <ul style="list-style-type: none"> <li>o Great opportunity to take-part in local environmental conservation at local beach</li> <li>o Culinary team led the charge with this special project</li> <li>o Kerensa appreciated Safety's presence at the beginning (brief overview from Kate)</li> </ul> </li> <li>- Group decided we should have an in person meeting over the summer time. Committee picked August 14<sup>th</sup> ...More details to follow!</li> <li>- Joanne officially introduced Kate as the new Joanne as of July. Joanne retires end of August!</li> </ul>			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				



9. NEXT MEETING	
Date:	July 10, 2024
Time:	2:00 PM
Location:	Zoom
10. MEETING ADJOURNED	
Time:	2:55 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