



Local Safety Team Meeting Minutes

Name of Team:	Operational Services	Chair(s):	Rob Harley, Dharma Velu * (assumed chair) Bennett Macken, Worker Reps.
			Raul Fortiz, Karen Woodford, Johanna Webber, Employer Rep.
Date:	May 14, 2024	Time:	10:00 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 hən̓q̓əmi̓nə́m 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Sarah Brown, <i>Storeperson</i>	SHCS Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Dharma Velu, Assistant Housekeeping Supervisor	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cherrylyn Navarrate, Assistant Housekeeping Supervisor	Acadia/ Walter Gage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Rebecca Eng, Housekeeping Supervisor	Walter Gage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Kulvinder Hira, Service Worker (A)	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, Manager Meeting Spaces & Support Services	Conferences & Accommodations	<input checked="" 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 type="checkbox"/>
	Andrew Powter, <i>Assoc. Director</i>	Thunderbird Office	<input type="checkbox"/>	<input type="checkbox"/>
	Claudia Popa, Trades Manager	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Winnie Wan, Housekeeping Manager	Conferences & Accommodations	<input type="checkbox"/>	<input checked="" 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
134212	2024-04-09	<p>Gage/Time loss/Back Strain Worker along with 2 other workers were moving 4 boxes (approx. 50 shower curtains) in the same building using a dolly then lifting the boxes off to place in stack of boxes in supply room. Worker did not realize that the box was too heavy for their personal limitation.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Reviewed SOP lifting techniques with the Worker (test the load). Discussed options, such as removing the items to lighten the load if the box was too heavy to lift, and notifying other workers and/or Supervisor if unsure about the task (including heavy weight/awkward load). • Suggest worker takes a micro break • Delayed reporting- FA not called; 1 day of time loss • Abigail, UBC Ergonomist, can conduct force calculations to weigh and test load to ensure within worker’s lifting capacity. Splitting load with a 2-person lift is always encouraged. • Consideration for Conferences – Dish kits (approx. 25lbs.) – workers not asked to lift more than typical weight limit <p>✓ Investigation and corrective actions reviewed: OK to close</p>	<input type="checkbox"/>	N/A	N/A	C



134280	2024-04-23	<p>Orchard/Incident only/Contusion/Knee Service worker #1 was heading to use the 1st floor Ladies washroom in the Commons block. As they entered the space, they did not call out their whereabouts. Service worker #2 was cleaning a washroom and was walking out. As worker #1 walked behind worker #2 and tripped over worker #2's leg. FA was called and assessed. Worker #1 went to the hospital for further assessment and returned to work for their next shift. No time loss. Actions: There was no hazard/risks in place in the area.</p> <ul style="list-style-type: none"> • No follow up required <p>✓ Investigation and corrective actions reviewed: OK to close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134313	2024-04-30	<p>Auklet Day Care/ Time Loss/Fall on same level/ Wrist/Arm Service worker was vacuuming and tripped on the vacuum cord. They fell and landed on their right hand and wrist was injured. Service worker did not report the accident to the supervisor until they signed out at 12:30am- FA not called Actions: Remind staff to be aware of tripping hazards, including vacuum cords.</p> <ul style="list-style-type: none"> • FA not Called- delayed reporting, but First aid can be called on next day to assess injury and document • Worker seeing doctor this week <p>Pending review of further information: LST kept OPEN</p>	<input type="checkbox"/>	LL	06-11-2024	IP
134206	2024-04-10	<p>Thunderbird/ Incident only/Matter in Eye/ R. Eye Employee was doing maintenance and repairs on vacuums. After they serviced the vacuum, they used the air compressor hose to clean it out and some remaining debris/sand in the vacuum (bag was not inserted properly-sand got out) got in the employee's right eye. FA was called and attended promptly. Employee reported to be doing fine and had no irritation in the eye. Actions: Upgrade the on-site eye wash facilities</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



4	Gage /Tall wood/ Green College	May 10
5	Thunderbird	May 14
6	Saltwater	May 7
7	Exchange	
8	Marine Drive	May 7
9	Totem	May 20
10	Vanier	May 15
11	Brock Commons (North) – completed 6x/year	

6. EDUCATION AND TRAINING					
Item #	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
New Member Training	04-12-2022	Rebecca Eng completed LST training! Sam Medeiros signed up for June to complete LST training, links shared.	RE/SM	06-11-2024	IP
Trades Training	04-12-2022	No New	CP	06-11-2024	IP
CAIRS Assistant Supervisor training	05-14-2024	<ul style="list-style-type: none"> Access to test account to be obtained with Safety and Risk services. Will be determined if the training can be conducted in conjunction with sand-box test account for computer guided training. CAIRS Canvas courses on workplace learning (approx. 1hr) available – 3 workshops: https://wpl.ubc.ca/?query=cairs Hands-on training is preferred and prioritized for HK Assistant supervisors and temporary supervisor training. 	SM/KA	06-11-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status



7. ONGOING BUSINESS – Status of Action Items					
Membership update	04-12-2022	No New	ALL	06-11-2024	IP
134065	2024-03-14	Tillicum day care/Incident only/struck against/Head Worker was vacuuming and hit head on overhead Children's Climber Corrective Actions completed	N/A	N/A	C
134177	2024-04-02	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. <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 • Waiting for updates from BSM- LST left OPEN 	KA	06-11-2024	IP
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. Sarah to send Raul and Claudia pictures and to check with Utility workers re repairs to vacuums sent to warehouse- being monitored.	N/A	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
NB-5-14-2024-01	5-14-2024	<p>May is preparedness Month! https://www2.gov.bc.ca/gov/content/safety/emergency-management/education-programs-toolkits/ep-week</p> <ul style="list-style-type: none">RE attended a seminar: Emergency Preparedness Week -recognizing the major role technology plays in our lives, as well as how it's used for emergency preparedness- before, during and after emergencies. RE explained the importance of personal first aid kits with medical/legal documents, medication and a go-to-pack for emergency evacuations (tsunamis, fires, floods).	N/A	N/A	C
NB-5-14-2024-02	5-14-2024	<p>CAIRS reporting- minor cuts (band-aids) yes/no?</p> <ul style="list-style-type: none">RF expressed the importance of documentation and completing a preliminary report for incidents	N/A	N/A	C
NB-5-14-2024-03	5-14-2024	<p>LST safety powers- when spotting an unsafe act, how to proceed?</p> <ul style="list-style-type: none">RE explained LST members act as safety ambassadors and have powers through safety activities/ positively influence working safely and use of appropriate equipment and PPE.RF and LK expressed we look after each other and to be mindful to work safely and remind others to do the same. Always reach out to LST members.	N/A	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	4 NEW (1 OPEN)	2/4 2- Delayed reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	2 OLD (1 OPEN)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Building Services		7	11	
	Warehouse- Shipping/Receiving & Carpentry Shop			1	
	Trades Shops		5	5	
Vehicle Inspections completed:	Trades		Reported at the JOHSC	N/A	
	Warehouse		Reported at the JOHSC	N/A	
	Conferences & Accommodations		Reported at the JOHSC	N/A	
Good News/ Success Stories/Safety Wins!	Date	DESCRIPTION			
	5-14-2024	<ul style="list-style-type: none"> Minor drywall repair training- led by Les went very well, using pro-active ergonomic techniques and fluid movement- Utility workers provided positive feedback and demonstrated application of techniques on drywall patch repairs – positive outcome! Western conference- great feedback on keynote speaker, sessions and group lunch- captured in a feedback survey and pictures presented at the JOHSC! 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING	
Date:	June 11, 2024
Time:	10:00 AM
Location:	Ponderosa 17 th floor Sky Lounge Boardroom



10. MEETING ADJOURNED

Time:	11:00 AM
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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/ SHCS JOHSC