



Local Safety Team Meeting Minutes

Name of Team:	Operational Services	Chair(s):	Rob Harley, Dharma Velu Worker Reps.
			Raul Fortiz, Rob Auffray * (assumed chair) Employer Reps.
Date:	June 11, 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 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 ʃxʷhələləms tə kʷaʎkʷəʔaʔt** ([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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Leslie Kupillas, <i>Head Tradesperson</i>	Trades-T-Bird Residence	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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"/>
	Tshering Wangchuk, <i>seasonal auxiliary HSW- Guest</i>	Conferences & Accommodations	<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
134404	2024-05-10	<p>Orchard/ Medical treatment/Struck against/Head Staff person was inspecting a unit and turned sharply and struck their head (right temple) area on the corner of the wall by the sink. UBC-FA transported worker to UBC Hospital.</p> <p>Actions:</p> <ul style="list-style-type: none"> Conducted a site visit with staff member. Discussed with staff member situational awareness and the importance of keeping Mind on Task. Incident will be covered in the next area Safety Meeting <p>✓ Investigation and corrective actions reviewed: OK to close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134441	2024-05-17	<p>Place Vanier/ Medical treatment/Back Strain Worker was moving a full, plastic bin with dirty rags to the Basement laundry transported via the old service elevator. As the employee was reaching their hand up to push the metal lever to open the elevator door, they felt sharp pain in their back. UBC First Aid was called and arrived on scene. The worker declined UBC-FA.</p> <p>Actions:</p> <ul style="list-style-type: none"> Remind staff that work at Place Vanier about how to properly fill dirty laundry bins and how to use the elevator 	<input checked="" type="checkbox"/> FA called -Declined by Worker	MS	07-09-2024	IP



		<ul style="list-style-type: none"> Assist HK Supervisor conducted a debrief for all Commonsblock staff on what happened and showed them via a demo how to use the elevator and sort laundry in the bins. Issue in operating elevator safely for those with short stature- reach out the UBC ergonomist to provide recommendations <p>Pending further information and follow up- LST kept open</p>				
134476	2024-05-24	<p>Bookstore/Time loss/Fall from elevation/ Neck Service Worker was trying to get off the truck, they slipped and fell off the bed of the truck onto the ground because was rainy. Service Worker was immediately taken to the UBC Urgent Care Centre. Worker is off work until August 2nd.</p> <p>Actions:</p> <ul style="list-style-type: none"> Employees are to be reminded not to rush and to jump off high elevation, especially in poor weather conditions. Shop Talk - we will likely cover ergonomics and ways to prevent injury at work. <p>✓ Investigation and corrective actions reviewed: OK to close</p>	☑	N/A	N/A	C
134527	2024-06-02	<p>Brock Tallwood/ Incident only/ Fall on same level/ Shoulder Worker was walking from one building to the other. It was raining out. The worker had to cross the road and as they came to the other side near the pavement and sidewalk the worker slipped on the concrete surface and fell on their side and used their arm to support the fall. The worker felt pain in the shoulder and arm. First Aid was called.</p> <p>Actions:</p> <ul style="list-style-type: none"> Check the surface of where the incident occurred for recommendations <p>Investigation and corrective actions reviewed: OK to close</p>	☑	N/A	N/A	C



134526	2024-06-04	<p>Brock Tallwood/ Incident only/Cut/Hand Worker was on a ladder reaching to clean a light in the bedroom of unit and cut their right hand on the sharp edge of the ceiling light. First Aid was called and attended and gave Worker a band-aid for their hand. Worker continued working as normal.</p> <p>Actions:</p> <ul style="list-style-type: none"> Gloves were provided to Worker A for the remainder of the work day. No further follow-up required. <p>✓ Investigation and corrective actions reviewed: OK to close</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134469	2024-05-23	<p>Thunderbird/ Time Loss /Struck by/ R. Elbow Employee has a pre-existing, non-occupational right elbow injury. Employee was loading the truck at the SHCS Warehouse and bumped their right elbow against the pallet jack, which was in the truck. Due to the recent surgery, another employee in the area wanted to err on the side of caution and took the injured employee straight to UBC Urgent Care for further assessment. They did not involve UBC-FA. The employee did not return to work the following day (May 24) and continued getting hospital treatment.</p> <p>Actions:</p> <ul style="list-style-type: none"> A site visit was conducted and it was determined that there are no hazards or risks in the area. Looked at the back of the truck, pallet jack, and checked in with the employee. <p>Investigation and corrective actions reviewed: OK to close</p>	<input type="checkbox"/> Transport to hospital directly- FA not called	N/A	N/A	C
134514	2024-05-29	<p>Thunderbird/ Incident only/Overexertion/ Back Worker was repairing vacuums and reported pain in their lower back at the end of their shift. First aid was not called because stretching helped. On May 30th (1 day later), the worker was loading fridges on to the work truck when they felt pain again in the same part of their lower back. This was</p>	<input type="checkbox"/>	N/A	N/A	C



		<p>shared with the Supervisor. The Supervisor instructed the worker to modify their duties to lighter tasks so it would not aggravate their back.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Implement the morning warm up program. • After inventory is done (June 14) the team will trial doing the FABS 'warm up to work' program to start the day. • Kate to reach out to the UBC Ergonomist to do a site visit and see if the vacuum work area can be optimized <p>Investigation and corrective actions reviewed: OK to close</p>				
134528	2024-06-03	<p>Gage/ Incident only/Caught under / L. Foot</p> <p>Worker A had to help K-bro driver push the full laundry bin up the driveway to the building due to crane being parked in driveway. Driver was trying to push the bin up from the road onto the driveway. There is a little gap. Driver pushed the bin while worker A was pulling the bin from the opposite side. Driver could not see worker A and accidentally pushed the wheel of the bin over worker A's left foot. Due to delayed reporting (at end of shift)- FA not called</p> <p>Actions:</p> <ul style="list-style-type: none"> • Contractor was contacted to identify correct parking spot and move crane <p>Investigation and 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
Safety Culture digital inspections	05-10-2022	<ul style="list-style-type: none"> • Inspection due by June 20th • Inspections completed at Brock South when it opens this summer 	JW/KA	Monthly	IP



Vehicle inspections	08-09-2022	<ul style="list-style-type: none"> Trades and Warehouse vehicle inspections- going strong C&A vehicle inspections underway! 	RH	Monthly	IP
Trade Shop & Warehouse inspections	08-09-2022	<ul style="list-style-type: none"> Trades shops are now being inspected /5 Warehouse inspections 	SB/LK	Monthly	IP
#	Building		Completed		
1	Acadia Park/Fairview Crescent/Fraser Hall		June 11		
2	Ponderosa		June 8		
3	Orchard Commons		CLOSED		
4	Gage /Tall wood/ Green College				
5	Thunderbird		June 11		
6	Saltwater		June 10		
7	Exchange		June 9		
8	Marine Drive		June 4		
9	Totem		June 9		
10	Vanier		June 12		
11	Brock Commons (North) – completed 6x/year		June 8		

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	07-09-2024	IP
Trades Training	04-12-2022	Boom and Scissor lift training in July JIBC Vehicle training for Trades drivers (sub-heads/heads)- to roll-out in Fall for C&A	CP	07-09-2024	IP



CAIRS Assistant Supervisor training	05-14-2024	<ul style="list-style-type: none"> Access to test account has been obtained with Safety and Risk services. Training can be conducted in conjunction with sand-box test account for computer guided training. 	SM/JW/KA	07-09-2024	IP
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7. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership update	04-12-2022	No New	ALL	07-09-2024	IP
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.</p> <ul style="list-style-type: none"> CLOSED 	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.</p> <ul style="list-style-type: none"> CLOSED 	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-6-11-2024-01	6-11-2024	Shoes for Crews- SHCS June newsletter- For more information visit: Shoes for Crews SHCS Staff Website (ubc.ca)	N/A	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
CAIRS review:	NEW	8 NEW (1 OPEN)	5/8 1- Not called; 1- Delayed reporting; 1- Direct transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	2 OLD (CLOSED)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Building Services		9	11	
	Warehouse- Shipping/Receiving & Carpentry Shop		1	1	
	Trades Shops			5	
Vehicle Inspections	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			
	6-11-2024	<ul style="list-style-type: none"> • Conference season is in full swing- great participation at June LST meeting! • JIBC Trades Vehicle safety training- scheduled for July-To roll out for C&A in fall! • JIBC De-escalating Hostility- attended by Trades group with fulsome discussion 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				

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

10. MEETING ADJOURNED	
Time:	10:40 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