



## Local Safety Team Meeting Minutes

Name of Team:	Food Services	Chair(s):	Worker Reps: Susan Kelly, Phillip Wong
			Employer Reps: Kerensa Wotton, Jody Ropas *(assumed chair)
Date:	July 10, 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 hən̓q̓əmi̓n̓əŋ (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 checked="" type="checkbox"/>	<input 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 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</i>	Open Kitchen	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
	Andy Chan, <i>Exec. Sous Chef</i>	Culinary Lead (UBC Eats & CK)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Steven Tseng <i>(A) for Kerensa will soon join LST</i>	Gather @Vanier's	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Agnes Lui, <i>Retail worker at Pacific Poke</i>	Life Hub	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sam Wellman, <i>Retail Operations Assoc. Director</i>	Ponderosa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Joanne Thember, <i>Safety Advisor</i>	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Jessica Stermann, <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 type="checkbox"/>	<input checked="" 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"/>

<b>4. REVIEW OF CAIRS - Full CAIRS Report attached below.</b>						<b>C =Complete</b>	<b>IP = In Progress</b>
<b>Incident ID #</b>	<b>Date</b>	<b>Action Plan (Actions Taken/Need to be taken)</b>	<b>First Aid Called</b>	<b>Assigned To</b>	<b>Follow up: Date Pending</b>	<b>Status</b>	
See Full CAIRS Summary Report (attached below Mtg. Minutes)							
134626	2024-06-13	Incident only /Back strain @ The University Center Worker experienced back strain while doing table set up	<input type="checkbox"/>	N/A	N/A	C	
134614	2024-06-15	Incident only /Cecil Green While walking home at approx. 11:30 PM after their shift, employee was attacked <ul style="list-style-type: none"> <li>• Employee managed to fight the attacker off and get back home safely. Investigation was initiated immediately which involved the RCMP, Campus Security, and Safety Team</li> <li>• Safety Team created travel posters as a result to remind employees about resources they have available to them when travelling after dark on campus</li> </ul>	<input checked="" type="checkbox"/>	N/A	N/A	C	
134639	2024-06-20	Time Loss/Fall/ University Center Worker fell on the outside steps going up to the rose garden level <ul style="list-style-type: none"> <li>• Employee was talking to a new team member while they fell, injuring their palms, knee, and elbow</li> </ul>	<input type="checkbox"/>	N/A	N/A	C	
134680	2024-06-23	Guest incident; not staff/Fall/ University Center Guest fell into the pond <ul style="list-style-type: none"> <li>• Child was OK</li> </ul>	<input type="checkbox"/>	N/A	N/A	C	



134730	2024-07-6	Contractor incident; not staff/ Struck by/ University Center <ul style="list-style-type: none"> <li>Walk into glass door @ University Center in the Ideas Lounge. Thought the glass door was open but it was not</li> </ul>	<input type="checkbox"/>	N/A	N/A	C
134733	2024-7-8	Incident only/ Cut / Totem Main Kitchen during Summer Conferences <ul style="list-style-type: none"> <li>Employee was trying to remove the blade from the robot coupe and their finger slipped and knicked the blade, cutting their finger</li> </ul>	<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	July Inspections due by July 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>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	08-14-2024	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	Colin Dewar joins as member – alternate for Mariana	ALL	08-14-2024	IP
NB- 12-07-2023-01	12-07-2022	<p>Update on the “Parking signage/Paint marking Project” at Totem Loading dock:</p> <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> <p>July update</p> <ul style="list-style-type: none"> <li>• Painting has yet to be completed; hopefully soon</li> </ul>	JT/LMc/TL	08-14-2024	IP

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-7-9-2024-01	7-9-2024	Safety Tips poster: “Travelling to and from Work” reviewed	ALL	N/A	C
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
	NEW	6 NEW (CLOSED)	2/6	<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	
	May		9/10	Reported at JOHSC	
	June		10/11	Reported at JOHSC	
	July		8/9	Reported at JOHSC	



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)		
	Date	DESCRIPTION
Good News! Success Stories/ Safety Wins	7-10-2024	Smoking pole was successfully installed at Totem 
	SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.

9. NEXT MEETING	
Date:	August 14, 2024
Time:	2:00 PM
Location:	In-person (TBD)
10. MEETING ADJOURNED	
Time:	3:00 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