



Local Safety Team Meeting Minutes

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|---------------|----------------------|-----------|---|
| Name of Team: | Operational Services | Chair(s): | Rob Harley, Dharma Velu Worker Reps. * (assumed chair) |
| | | | Raul Fortiz, Rob Auffray Employer Reps. |
| Date: | July 9, 2024 | Time: | 10:10 AM |
| | | Location: | Ponderosa 17th floor Sky Lounge Boardroom |

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 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Bennett Macken, <i>House-staff group</i> | Conferences & Accommodations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Leslie Kupillas, <i>Head Tradesperson</i> | Trades-T-Bird Residence | <input type="checkbox"/> | <input type="checkbox"/> |
| | Sarah Brown, <i>Storeperson</i> | SHCS Warehouse | <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Rebecca Eng, Housekeeping Supervisor | Walter Gage | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Employer Representatives | Kulvinder Hira, <i>Service Worker (A)</i> | Place Vanier | <input type="checkbox"/> | <input type="checkbox"/> |
| | Rob Auffray, Manager Meeting Spaces & Support Services | Conferences & Accommodations | <input type="checkbox"/> | <input checked="" 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"/> |
| Sam Medeiros, BSM | Brock Commons South | <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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Jessica Sterman, <i>Compliance & Claims Associate</i> | SHCS Main Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Marena Sra, <i>Safety & Claims Coordinator</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"/> |
| | Tshering Wangchuk, <i>seasonal auxiliary HSW- Guest</i> | Conferences & Accommodations | <input type="checkbox"/> | <input checked="" 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 |
| 134594 | 2024-06-08 | <p>Gage/ Incident only/ Fall on same level/ L. wrist, palm, knee Employee was performing their assigned duties cleaning the washroom using a Kaivac machine which sprays water. While using the machine, the employee had slipped because the floor was wet.</p> <p>Actions:</p> <ul style="list-style-type: none"> • All employees are trained to use the machine. This employee was wearing protective gear, as required. • KA to follow up LL, BSM on shoes worker was wearing • Tight space, machine pre-soaks and worker scrubs area • Inspect the Kaivac machine that the employee used to • determine if there are any defects to be repaired (e.g. the machine is spraying too much water or has leaks). <p>✓ Investigation and corrective actions reviewed: OK to close</p> | <input checked="" type="checkbox"/> | N/A | N/A | C |
| 134605 | 2024-06-13 | <p>Brock Tallwood/ Incident only/ Cut/ R. Finger Worker 1 was in Tallwood 1100 common area kitchen cleaning a dishwasher and attempted to remove the screen at the base with their right hand. When Worker 1 reached into the dishwasher, a piece of broken glass cut their right index finger. First Aid was called and attended the scene.</p> | <input checked="" type="checkbox"/> | N/A | N/A | C |



| | | | | | | |
|--------|------------|---|---|-----|-----|---|
| | | <p>Actions:</p> <ul style="list-style-type: none"> • Ask staff if they require modified duties or additional materials for the remainder of the day. • Staff given gloves for remainder of the day <p>✓ Investigation and corrective actions reviewed: OK to close</p> | | | | |
| 134621 | 2024-06-17 | <p>Orchard Commons/Time loss/Overexertion/ Back Worker was assigned to clean student residence bedrooms and connecting washrooms at the Orchard Student Residence located in Braeburn building. Worker completed their shift. During the evening, Worker experienced back pain. The following day on June 18, 2024, the worker reported to work at Walter Gage and notified the area Supervisor that they felt back pain and limited movement. They were unable to twist right. First Aid was contacted and provided assessment and treatment (hot packs). Modified duties were provided to the worker and the worker completed the shift. The worker called in sick the following three days. They returned to work on June 24th and were assigned light duties. Worker is off again.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Reviewed the procedure to request assistance when moving heavy or • awkward furniture. Reviewed lifting techniques when moving heavy or awkward furniture with • another co-worker. <p>✓ Investigation and corrective actions reviewed: OK to close</p> | ☑ | N/A | N/A | C |
| 134651 | 2024-06-22 | <p>Totem/ Time loss/ Fall on same level/ Bruise/Hip,knee,arm Service worker SW was completing the task of using the Kaizan machine to clean the tiles in the Dene 5th floor bathroom. The worker slipped on the wet floor, falling on their right knee and arm. They reported to their Supervisor, Weekend BSM and first aid. The SW was able to continue working for the rest of the shift.</p> | ☑ | N/A | N/A | C |



| | | | | | | |
|--|--|--|--|--|--|--|
| | | <p>Actions:</p> <ul style="list-style-type: none"> • Remind all staff to wear adequate foot wear while doing the specific task. • Remind all staff to report the incidents to the Supervisors right after happens. • Talk to service worker and remind her off the important to wear the proper shoes ✓ Investigation and corrective actions reviewed: OK to close | | | | |
|--|--|--|--|--|--|--|

| 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 July 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 3/5 • Warehouse inspections | SB/LK | Monthly | IP |
| | # | Building | Completed | | |
| | 1 | Acadia Park/Fairview Crescent/Fraser Hall | <input checked="" type="checkbox"/> | | |
| | 2 | Ponderosa | <input checked="" type="checkbox"/> | | |
| | 3 | Orchard Commons | <input type="checkbox"/> | | |
| | 4 | Gage /Tall wood/ Green College | <input type="checkbox"/> | | |
| | 5 | Thunderbird | <input checked="" type="checkbox"/> | | |



| | | |
|----|---|-------------------------------------|
| 6 | Saltwater | <input checked="" type="checkbox"/> |
| 7 | Exchange | <input checked="" type="checkbox"/> |
| 8 | Marine Drive | <input checked="" type="checkbox"/> |
| 9 | Totem | <input checked="" type="checkbox"/> |
| 10 | Vanier | <input checked="" type="checkbox"/> |
| 11 | Brock Commons (North) – completed 6x/year | <input checked="" type="checkbox"/> |

6. EDUCATION AND TRAINING

| Item # | Date | Discussion/Comments/Recommendations | Assigned To | Follow up: Date Pending | Status |
|-------------------------------------|------------|---|--------------|-------------------------|--------|
| New Member Training | 04-12-2022 | Sam Medeiros completed LST training! | RE/SM | 08-13-2024 | IP |
| Trades Training | 04-12-2022 | Boom and Scissor lift training completed JIBC Vehicle training for Trades drivers (sub-heads/heads)- to roll-out in Fall for C&A | CP | 08-13-2024 | 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 | 08-13-2024 | IP |
| Safety Day | 07-09-2024 | <ul style="list-style-type: none"> 4 LST members signed up- Cherrylyn, Dharma, Sarah and Rob! | ALL | 08-13-2024 | IP |

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 | 08-13-2024 | IP |



| 7. ONGOING BUSINESS – Status of Action Items | | | | | |
|--|------------|---|-----|-----|---|
| 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 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 <ul style="list-style-type: none"> LST closed item | 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-7-9-2024-01 | 7-9-2024 | Safety Tips poster: “Travelling to and from Work” reviewed | N/A | N/A | C |
| CAIRS review: | STATUS | DESCRIPTION/NUMBER | FA Called | OPEN | CLOSED |
| | NEW | 4 NEW | 4/4 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | OLD REVIEWED | 1 OLD | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Area Inspections completed: | AREA/SAFETY MAINTENANCE | | COMPLETED | | TOTAL |
| | Building Services | | 9 | | 11 |



| 8. NEW & OTHER BUSINESS (+ ROUNDTABLE) | | | |
|--|---|---|------------------------------|
| | Warehouse- Shipping/Receiving & Carpentry Shop | | 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 | |
| | 7-9-2024 | <ul style="list-style-type: none"> • Boom/ Scissor-lift training was successful! • LST members (3) have signed up for Safety Day on October 16th | |
| SRS Email | <input checked="" type="checkbox"/> Reviewed SRS Email. | | |

| 9. NEXT MEETING | |
|-----------------|---|
| Date: | August 13, 2024 |
| Time: | 10:00 AM |
| Location: | Ponderosa 17 th floor Sky Lounge Boardroom |

| 10. MEETING ADJOURNED | |
|-----------------------|----------|
| Time: | 11:40 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