



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:	August 14, 2024	Time:	2:05 PM
		Location:	Marine Drive Building 3 Meeting Room 111

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 hən̓q̓əmi̓n̓əm (Halkomelem) speaking x̱məθḵw̱əy̱əm (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 type="checkbox"/>	<input checked="" type="checkbox"/>
	Marjorie Onorico, <i>SFSA</i>	Starbucks	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
	Andy Chan, <i>Exec. Sous Chef</i>	Culinary Lead (UBC Eats & CK)	<input checked="" 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	Loriann McGowan, <i>Associate Director Residence Dining</i>	SHCS Main Office	<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 & 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"/>
	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



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 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)							
134816	2024-07-17	Feast at Totem/Incident only/ Animal sting/Face Employee opened cardboard compactor door and got stung twice in the face by wasps Action: Supervisor placed work order with Pest Control to remove wasp nest; removed.	<input type="checkbox"/>	N/A	N/A	C	
134836	2024-07-19	Feast at Totem/Time Loss/ Exposure to heat- Sun/Face Worker was outside on hot day (mid to late July) for 3.5 hours picking vegetables and had personal protective equipment on to keep them safe from the sun (head ware and sunscreen) and drank liquids. They felt fine until returning home several hours later, and started to get a fever, dizziness, and weakness in limbs. Action: The field was safe and did not pose any physical hazards (apart from the radiant heat from the sun). Next year during the annual harvest this employee will likely not partake again because they do not fare well in the sun for extended periods.	<input type="checkbox"/>	N/A	N/A	C	
134847	2024-07-23	Feast at Totem/Incident only/ Chemical Burns/L. Eye Worker was pushing the trays/racks of dirty dishes into the machine. At the time of the incident the roller bar mechanism was NOT working so worker exerted extra force to push the rack	<input checked="" type="checkbox"/>	N/A	N/A	C	



		<p>into the machine and ended up being quite close to the opening. As the rack was pushed in some steam and hot water mixed with detergent splashed back over the rack, a small amount hitting the worker in their left eye around the glasses they were wearing resulting in some irritation. Worker rinsed their eyes out with cool running water after it was determined that the eye wash stn was empty. UBC-FA called to attend. Worker is fine and continued to work the rest of their shift.</p> <p>Action: Dish machine was fixed; Eye wash stn was empty of solution. Two bottles ordered through our Ecolab service Rep July 24th. Ensure this item gets inspected on the monthly safety template.</p> <p>New eye wash product delivered by Ecolab Aug 1st / Safety will ensure this eye wash stn refill check item is on the Residence Dining Inspection Template going forward.</p>				
134866	2024-07-28	<p>Feast at Totem/Incident only/ Heat Burns/Foot</p> <p>GWH was stationed at the dish machine when something got stuck. In order to clear the problem they opened the center door. An item inside had been upended and filled with water. When the door was opened the item tipped outwards and spilled the hot dish water on the worker's foot.</p> <p>Action: Alert all GWHs to the possibility that behind the center door of the dish machine lurks possible unknown hazards so open the door with caution. Signage can be affixed to the door.</p> <p>Signage on dish washer door alerting people to the possible danger has been put up</p>	<input checked="" type="checkbox"/>	N/A	N/A	C
134898	2024-08-03	<p>Place Vanier/Incident only/ Fall on same level/ Knee</p> <p>Staff was on break at the dining hall. At 9:35am, Staffs right foot got hooked on the leg of a high chair as the staff walked back to the servery. Staff fell forward landing on both hands and the left knee. Staff did not inform Supervisor till 9:58am and FA called</p>	<input checked="" type="checkbox"/>	N/A	N/A	C



		Action: Review best practices with team member: - spatial awareness is always a good practice even outside the kitchen - reporting incidents/accidents immediately to your direct/indirect supervisor is important for staff safety				
134922	2024-08-08	<p>Feast at Totem/Incident only/ Heat Burns/Hand Staff removed hot hotel pan from oven and put it on rack 'n' roll. Another staff member grabbed the hot pan with bare hand and burnt palm of hand and pinky finger UBC-FA called to assess</p> <p>Action: Commissary Chef reviewed with staff members the correct procedure of removing hot things from the oven:</p> <ol style="list-style-type: none"> 1. leave a dry towel or oven mitt on the hot pan to let others know that the pan is hot to touch. 2. communicate with your colleagues as appropriate 3. "Assume everything is hot" and plan accordingly. Good practice to carry a towel attached to your chefs apron so that you have it at the ready when picking anything up that could have a hot surface. Extra tip from the Sous Chef. <p>Reviewed correct procedure of removing hot things from the oven and to leave a dry towel or oven mitt on the hot pan to let others know that the pan is hot to touch</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	August Inspections due by Aug 20 th – 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"> - LST Training for new Sage Catering @UC members: - Mariana has registered for sessions - Colin plans to complete training in the early fall - Marena supporting as needed with these two new members 	MKS w/ members	09-11-2024	IP

7. ONGOING BUSINESS – Status of Action Items					
Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	01-01-2024	No New	ALL	09-11-2024	IP
NB- 12-07-2023-01	12-07-2022	<p>Completed project: “Parking signage/Paint marking Project” at Totem Loading dock:</p> <ul style="list-style-type: none"> - Signs are up - Painting has been completed; to discourage parking in designated zones - GHWs have better access to loading dock and don’t have to navigate around parked cars/van in this area - Much safer for workers including GHWs <p>August updates:</p> <ul style="list-style-type: none"> - Bollards down due to landscaping and window washing - Shrubs need pruning obstructing a stop sign 	JT/LMc/TL	N/A	C

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



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
	NEW	6 NEW (CLOSED)	4/6	<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	
	June		10/11	Reported at JOHSC	
	July		10/10	Reported at JOHSC	
	August			Reported at JOHSC	
Good News! Success Stories/ Safety Wins	Date	DESCRIPTION			
	8-14-2024	<ul style="list-style-type: none"> • Totem loading dock project completed- Special thanks to Susan and Olaf for bringing this concern to our attention, and our colleagues in Parking: Jose Jimenez and Terrence Hui for their support and getting this project completed! • Monthly inspection templates regularly reviewed and updated. • Great send-off for Joanne by Food services group at her last in-person LST, including a nice tribute from Guest- Loriann McGowan, and LST members! 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING	
Date:	September 11, 2024
Time:	2:00 PM
Location:	Zoom
10. MEETING ADJOURNED	
Time:	2:50 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