



Local Safety Team Meeting Minutes

Name of Team: Operational Services

Chair(s): Rob Harley, Dharma Velu * (assumed chair)
Worker Reps.
Raul Fortiz, Rob Auffray
Employer Reps.

Date: August 13, 2024

Time: 10:03 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Sarah Brown, <i>Storeperson</i>	SHCS Warehouse	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Sam Medeiros, BSM	Brock Commons South	<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 type="checkbox"/>	<input 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"/>

*(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
134876	06-15-2024	<p>Arbutus House: Impact/foot (Inc. Only) The reporting of this incident had been delayed; and through this incident had occurred as described, it was discovered by the SHCS Safety Advisor that the WorkSafeBC claim that had been started in association with the employee actually occurred at a 2nd employer (which is why the report has been coded as 'Incident Only' even though they have missed time from work). ✓ Investigation and corrective actions reviewed: LST ok to close</p>	<input type="checkbox"/>	n/a	n/a	C
134853	07-22-2024	<p>Totem: Fall on same level/bruise/hand + arm (Medical Treatment) A work order has been entered. Building Ops has now spray painted the gap in the sidewalk that caused the trip to make it more visible; they will return to grind down the sidewalk at another time. Les can contact Building Ops if we need an update. ✓ Investigation and corrective actions reviewed: LST ok to close</p>	<input checked="" type="checkbox"/>	Les	n/a	C
134859	07-25-2024	<p>Gage Commons Block: Struck/impact/hand + arm (Inc. Only)</p>	<input type="checkbox"/>	Kate	n/a	C



		<p>First aid was offered to the worker at the time they had reported the injury to their Supervisor at the end of the day. Their Supervisor has been monitoring their symptoms. Kate to update the corrective actions.</p> <p>✓ Investigation and corrective actions reviewed: LST ok to close</p>				
134884	07-30-2024	<p>Tallwood: Struck/bruise/face (Inc. Only)</p> <p>The worker is okay. It was a one-off incident. The positive was that two workers were helping one another with the compactor, and used tools to unjam the machine as opposed to their hands.</p> <p>✓ Investigation and corrective actions reviewed: LST ok to close</p>	<input checked="" type="checkbox"/>	n/a	n/a	C
134923	08-05-2024	<p>Bookstore (exterior): Overexertion/strain/shoulder (Time Loss)</p> <p>Worker reported a pre-existing condition in the right shoulder. The workers were using best practice, paired up in a team of 2.</p> <p>✓ Investigation and corrective actions reviewed: LST 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 August 20th A new inspection has been added to Safety Culture for Brock South. 	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	<input checked="" type="checkbox"/>		
	2	Ponderosa	<input checked="" type="checkbox"/>		
	3	Orchard Commons	<input type="checkbox"/>		
	4	Gage /Tall wood/ Green College	<input checked="" type="checkbox"/>		
	5	Thunderbird	<input 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 has yet to complete Part 2B LST training survey – he will update on progress next month.	RE/SM	09-10-2024	IP
Trades Training	04-12-2022	JIBC Vehicle training for Trades drivers (sub-heads/heads)- ongoing – training happening in October.	CP	09-10-2024	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	09-10-2024	IP



		August update: Kate and Johanna are trying to plan a session in the fall.			
Safety Day	07-09-2024	Reminder Safety Say is Oct 16 th – all spots have now been filled – you can still add your name on the waitlist [permission from supervisor required]	ALL	n/a	C

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	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 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 <p>August update: No issues have arisen since this time; LST okay with closing this item for now, and re-opening if needed.</p>	N/A	N/A	C



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Safety Day Awards	8-13-2024	Reminder to vote for the SHCS LSTs nominated this year! (Aug 5-Sep 5): https://ubc.ca1.qualtrics.com/jfe/form/SV_6Au0Ke6cuu3Sn3g	N/A	N/A	C
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	5 NEW (All CLOSED)	2/5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	1 OLD (CLOSED)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Building Services				
	Warehouse- Shipping/Receiving & Carpentry Shop				
	Trades Shops				
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			
	8-13-2024	<ul style="list-style-type: none"> The LST is working together to get the expired eye wash station fluid replaced before it's to be expired in December (Kate to update the existing inspection template to proactively reminder staff inspecting to "Notify your manager is eye wash solution is expiring in the next 3 months/has been used"). 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				



9. NEXT MEETING	
Date:	September 10, 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