



## Local Safety Team Meeting Minutes

Name of Team:

Date:

Chair(s):

Time:

Location:

### AGENDA:

1. **Musqueam Land Acknowledgement**
2. **Review of Documents** - minutes and agenda
3. **Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents/First Aid**
  - Monthly Incident List & Statistical Summary Report
4. **Review Workplace Safety Inspections**  
(including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
5. **Review Education and Training**
6. **Ongoing Business** (Status of Action Items, Review of Previous Minutes)
7. **New and Other Business**
  - Summary for the JOHSC
8. **Roll Call**- Determination of quorum moved to the end of meeting, to ensure sufficient representation from Employer reps.
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 hən̓ə́pmiṁ̓ (Halkomelem) speaking x̱m̓əθḵw̓əy̱əm (Musqueam) People.”**

Link to learn more: <https://indigenous.ubc.ca/>



<b>2. REVIEW OF DOCUMENTS</b>	<b>Completed</b>
Agenda- any proposed changes, additions (i.e. New Business)	<input checked="" type="checkbox"/>

<b>3. REVIEW OF CAIRS - Full CAIRS Report attached below.</b>						<b>IP = In Progress</b>
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)						
134885	2024-08-10	<p><b>Sage at the University Centre/ Medical Treatment/Fall From Elevation</b> Employee was carrying a buffet food tray when they tripped and fell down the stairs. The employee has a pre-existing medical condition, which may have contributed to the incident, worker sought medical treatment. <b>Action:</b> No follow up or corrective action required. The stairs are in good shape and do not pose any notable trip or fall hazards.</p>	<input type="checkbox"/>	PN	N/A	OK to Close
134956	2024-08-16	<p><b>Cecil Green/ Time Loss/ Struck Against/ Pain from Impact/ Head</b> Staff was as putting coffee cups back in the kitchen cabinet, which required them to lean inside a bit. They put their head way farther than expected and miscalculated when getting out of the large deep cabinet, accidentally bumping the back of their head on the top of the cabinet. <i>(see picture)</i> <b>Action:</b> Discussed with staff to pay more attention when coming back out of the cabinet. Remove the cart to put the cups instead of leading forward inside the cabinet. Worker declined FA services, and opted to ice injured area.</p>	<input type="checkbox"/>	MRR	N/A	OK to Close



135004	2024-08-23	<p><b>OK/ Time Loss/ Contact with Chemicals/ Pain from Impact/ Eye</b> Staff was cleaning the oven and opened a cleaning tab which caused debris to enter the left eye. Reigner oven cleaner tablet. Eye cleaner was offered and used first aid was called, worker was asked to take uber to go to VGH, as UBC Hospital was closed. <b>Action:</b> Worker was advised to use protective goggles; eye wash station was used. Current SDS, will provide helpful First Aid information- to be updated.</p>	<input checked="" type="checkbox"/>	EB	10-09-2024	<b>OPEN</b>
135019	2024-08-28	<p><b>Feast at Totem/ Incident only/Other Bodily Motion/ Hip</b> Worker rushing to turn right heading to station, accidentally hit the edge of the counter that caused injury to hip. <b>Action:</b> Check the clearance of the area before make a turn especially if carrying something to avoid accident.</p>	<input type="checkbox"/>	A	N/A	OK to Close
135031	2024-08-30	<p><b>Place Vanier/ Incident only/Laceration/ Hand</b> Staff member bumped their hand on the blade of equipment-immersion blender. It was very busy with dining halls opening back up and they were trying to meet operational goals and getting everything ready to go. <b>Action:</b> When the equipment is not in use it is stored upright to avoid coming in contact with the blade. Chatted with the employee about the incident and injury. The cut has healed well and they are comfortable with using the piece of equipment. <i>(see pictures attached)</i></p>	<input checked="" type="checkbox"/>	MV	N/A	OK to Close
135029	2024-08-31	<p><b>Place Vanier/ Incident only/ Fall on same level/ Head</b> Employee lost balance when retrieving a tablet and hit mural wall. They had a headache, lost balance, and fell. There may be some contributing health condition/ factors to consider. <b>Action:</b> Asked Supervisor to visit the area where this happened and determine if a WO is needed to fix the damaged wall (not fixed). Any follow up will be taken offline to fix at an operational level.</p>	<input checked="" type="checkbox"/>	MV	N/A	OK to Close



135050	2024-09-02	<p><b>Feast at Totem/Time Loss/ Involuntary Motion/Back Strain</b> Staff was pulling large mixing bowl behind them and next day lifting large, heavy and overloaded container onto a cart for prepped items, and injured back. <b>Reminder:</b> Use the appropriate size container for prepped items, not overloaded and too heavy. When lifting always use your legs not back and don't twist while lifting</p>	<input type="checkbox"/>	AR	N/A	OK to Close
135070	2024-09-04	<p><b>Feast at Totem/ Incident only/Caught Between/ Head + L. Arm</b> Worker lifted garage door to take compost bin out and the door didn't stop. The gasket came into contact with worker's forehead and left arm <b>Action:</b> Remind workers on how to safely use gate. Door is likely easier, but too small. Gate may require recoil to be serviced, or provide dishroom staff with a demo on how to properly lower the door.</p>	<input checked="" type="checkbox"/>	KW	N/A	OK to Close
135071	2024-09-06	<p><b>Feast at Totem/ Medical Treatment/Struck Against/R. Hand</b> Worker was upset and struck table, hurting their right middle knuckle <b>Action:</b> Supervisors spoke to worker on Tuesday after sick day and 2 days off. Worker is better and we reminded worker of all resources and support available to them</p>	<input checked="" type="checkbox"/>	KW	N/A	OK to Close

#### 4. REVIEW OF WORKPLACE SAFETY INSPECTIONS

Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Area Inspections	N/A	September Inspections due by Sept 20 <sup>th</sup>	ALL	Monthly	On going
Eye Wash Station	09-11-2024	Eye wash station and fluid bottle inspections are being conducted, as part of monthly area inspections- provide updates at next LST.	ALL	Monthly	Info only



EPI Pens	09-11-2024	EPI-Pen inspections are being conducted, as part of monthly area inspections- provide updates at next LST.	ALL	Monthly	Info only
Quat calibration	09-11-2024	Quat equipment calibration inspections will be conducted, and being added to monthly area inspections- equipment calibration checked with testing strips (turn blue/green when within range of 200-400 ppm) if they don't properly turn colour- action will be added to Safety culture to call Eco-lab for calibration.	ALL	Monthly	Info only
SDS binders	09-11-2024	SDS sheets need to be updated across all Food Services units	ALL	Annual	Info only
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	Info only

#### 5. 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 registered for 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	10-09-2024	IP

#### 6. ONGOING BUSINESS – Status of Action Items

Original Item #	Date	Action Plan	Assigned To	Follow up: Date Pending	Status
Membership Update	01-01-2024	Mariana joins employer reps and will be Bogdan's alternate	ALL	10-09-2024	IP



7. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			
SUMMARY FOR THE JOHSC					
CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
	NEW	9 NEW (1 OPEN)	5/9	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections completed:	INSPECTIONS		UNITS COMPLETED	VEHICLE COMPLETED	
	July		10/10	Reported at JOHSC	
	August		10/10	Reported at JOHSC	
	September			Reported at JOHSC	
Good News! Success Stories/ Safety Wins	Date	DESCRIPTION			
	9-11-2024	<ul style="list-style-type: none"> <li>New school year is off to a great start! Very few incidents given the operational demand of getting things up and running!</li> <li>Great work at the BBQ, very efficient and minimal line-ups! Successful event and all hands on deck-reason for fewer participants at this month's meeting.</li> </ul>			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				



8. 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- Retail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Nicolas Lay, <i>GWH-Storeman</i>	UBC Life Hub- Retail	<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>Banquet Houseperson</i>	Sage Catering at University Centre	<input type="checkbox"/>	<input type="checkbox"/>
	Colin Dewar, <i>Catering Coordinator</i>	Sage Catering at University Centre	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Kerensa Wotton, <i>Residence Dining Manager</i>	Feast @ Totem	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jody Ropas, <i>Retail Manager</i>	Retail Operations	<input 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 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"/>
	Mariana Ribeiro Rafare, <i>Banquet Operations Manager, (A) for Bogdan</i>	Sage Catering at University Centre	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Colin Moore, <i>Director Food Services</i>	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Sterman, <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 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



9. NEXT MEETING	
Date:	October 9, 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