



## Local Safety Team Meeting Minutes

Name of Team:	Operational Services	Chair(s):	Rob Harley, Dharma Velu Worker Reps.
			Raul Fortiz, Rob Auffray, Sam Medeiros * (assumed chair) Employer Reps.
Date:	September 10, 2024	Time:	10:00 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 hə́nqəmí́nə́m 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 šxʷhələləms 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 & Accommodation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leslie Kupillas, <i>Head Tradesperson</i>	Trades-T-Bird Residence	<input type="checkbox"/>	<input checked="" 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 Navarrete, 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 & Accommodation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Raul Fortiz, <i>BSM</i> [Co-chair]	Totem Residence	<input type="checkbox"/>	<input checked="" 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 & Accommodation	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Valerie Leung, <i>Safety Advisor</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"/>
	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"/>

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
135043	2024-08-29	<p><b>Ponderosa- Cedar House: (Medical Treatment) Overexertion/bruise/elbow+ arm</b>            Worker was carrying a sheet of glass with another person and after picking the glass up, felt a pain in the inside of right elbow. Workers put the glass down and shut down what they were doing. The soreness seemed better and continued on with cleaning up the site and continued working through the day. A bruise formed and was prominent over the weekend. Worker declined FA services, and sought medical treatment  <b>Action:</b> Worker to take breaks as needed            Investigation and corrective actions reviewed</p>	<input type="checkbox"/>	LK	n/a	<b>LST ok to close</b>
135037	2024-09-03	<p><b>Place Vanier- Korea House: (Inc. Only)/Struck against</b>            Staff was picking up a small bag of Garbage and hurt themselves by coming into contact with the edge of the cart. It was a black U-Line cart. UBC-FA was called.  <b>Action:</b> Chatted with the employee about what happened. DV demonstrated how to use the Nifty Nabber, have two people do this task, listen to your body and know your limitations, and take breaks as needed.            ✓ Investigation and corrective actions reviewed</p>	<input checked="" type="checkbox"/>	DV	n/a	<b>LST ok to close</b>



### 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"> <li>Inspection due by August 20<sup>th</sup></li> <li>Brock South inspection has been added to Safety Culture</li> </ul>	JW/KA	Monthly	IP
Vehicle inspections	08-09-2022	<ul style="list-style-type: none"> <li>Trades and Warehouse vehicle inspections- going strong</li> <li>C&amp;A vehicle inspections underway!</li> <li>Gage Vehicles- not doing pre-check for AM callouts</li> </ul>	RH	Monthly	IP
Trade Shop & Warehouse inspections	08-09-2022	<ul style="list-style-type: none"> <li>Trades shops are now being inspected (5)</li> <li>Warehouse inspections</li> </ul>	SB/LK	Monthly	IP

#	Building	Completed
1	Acadia Park	<input checked="" type="checkbox"/>
2	Brock Commons	<input checked="" type="checkbox"/>
3	Exchange	<input type="checkbox"/>
4	Marine Drive	<input checked="" type="checkbox"/>
5	Orchard Commons	<input type="checkbox"/>
6	Place Vanier	<input checked="" type="checkbox"/>
7	Ponderosa Commons	<input type="checkbox"/>
8	tə šx <sup>w</sup> hələləm̄s tə k <sup>w</sup> ałk <sup>w</sup> əʔaʔt	<input type="checkbox"/>
9	Thunderbird	<input checked="" type="checkbox"/>
10	Totem Park	<input type="checkbox"/>
11	Walter Gage	<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 to complete Part 2B LST training– he will update on registration progress next month.	SM	10-08-2024	IP



Trades Training	04-12-2022	JIBC Vehicle training for Trades drivers (sub-heads/heads)-ongoing – training trial happening in October/Nov.	CP	10-08-2024	IP
Boom/Scissor lift training	04-12-2022	Training provider- Pivot- well received by participants	CP	N/A	C
CAIRS Assistant Supervisor training	05-14-2024	<ul style="list-style-type: none"> <li>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.</li> <li>Session planned for fall, Kate to confirm details with Joanna.</li> </ul>	SM/JW/ KA	N/A	Tabled

**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

**8. NEW & OTHER BUSINESS (+ ROUNDTABLE)**

Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Chemical Storage	09-10-2024	Rebecca raised item on disposal of extra chemicals or re-distribution to other units, this may be coordinated with the Warehouse (scheduled pick-up and disposal by provider- Sumas Environmental). <ul style="list-style-type: none"> <li>Acadia has extra chemicals and Cherrylyn to share a picture of Eco-lab products for re-distribution.</li> </ul>	RE/KA/CN	N/A	C
Construction site- facilities	09-10-2024	Rebecca raised item on construction sites with over 25 workers -will be required to have plumbed washroom facilities available to workers, starting October 1st.	RE	N/A	C

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
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8. NEW & OTHER BUSINESS (+ ROUNDTABLE)						
	NEW	2 NEW		1/2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OLD REVIEWED	0 OLD			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED		TOTAL	
	Building Services		6		11	
	Warehouse- Shipping/Receiving & Carpentry Shop					
	Trades Shops		4		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				
	9-10-2024	<ul style="list-style-type: none"> <li>Low incident rate at the busiest time of year! Supervisors are providing demos as part of correction actions- very helpful and proactive approach!</li> <li>Staff numbers lowered due to medical time off-sick, and operations have been adaptive to ensure coverage.</li> <li>Training completed recently- good feedback from participants- solid sessions!</li> </ul>				
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.					

9. NEXT MEETING	
Date:	October 8, 2024 -We can arrange for treats (peanut allergy noted)
Time:	10:00 AM
Location:	Ponderosa 17 <sup>th</sup> floor Sky Lounge Boardroom

Send a copy of the meeting minutes report to the JOHSC. **Important updates (in bold)** that must be reviewed/discussed at next JOHSC meeting.

10. MEETING ADJOURNED	
Time:	11:00 AM

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):** All LST members/ SHCS JOHSC