



Local Safety Team Meeting Minutes

Name of Team:	Food Services
Date:	October 9, 2024

Chair(s):	Worker Reps: Susan Kelly, Phillip Wong
	Employer Reps: Kerensa Wotton, Jody Ropas, Steven Tseng*(assumed chair)
Time:	2:05 PM
Location:	Zoom Conference

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 hə́nqəmíneh̓m (Halkomelem) speaking x̣ʷməθkʷəy̓əm (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 type="checkbox"/>	<input checked="" 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 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>Banquet Houseperson</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 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"/>
	Mariana Ribeiro Rafare, <i>Banquet Operations Manager, (A) for Bogdan</i>	Sage Catering at University Centre	<input type="checkbox"/>	<input type="checkbox"/>
	Steven Tseng, <i>Manager Residence Dining, (A) for Kerensa</i>	Gather @ Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Levi Semadeni, <i>General Manager, Catering & Restaurants</i>	Sage Catering at University Centre	<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 - <i>Full CAIRS Report attached below.</i>					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)						
135229	2024-09-23	Tims Orca/ Time Loss/ Exposure to Heat/ Abrasion (irritated skin) Worker was draining water into the dishwasher machine, and got a burn/scald on the middle finger from the hot water coming off of the industrial dish washer. Delayed reporting; FA not called Action: Allow the machine to cool before reaching in and use heat resistant gloves to drain water from the strainer to prevent burns	<input type="checkbox"/>	AE	N/A	OK to Close
135066	2024-09-06	Feast at Totem/ Incident only/ Fingers Worker was cutting cilantro, not proper positioning of knife Action: Informed the cooks and all the staff during stand-up meeting on safety with regards to cutting and using sharp tools	<input checked="" type="checkbox"/>	AC	N/A	OK to Close
135081	2024-09-10	Place Vanier / Incident only/ Sharp Contact/ Abrasion/ Ankle Staff was walking towards the kitchen prep area going through the wooden swinging door, staff right ankle area scraped on the bottom and bottom corner of door. Action: Review best practices on stand-up with team members: - spatial awareness is always a good practice - reminder to be aware that wooden swing door move both ways and may swing wide behind staff	<input checked="" type="checkbox"/>	MV	N/A	OK to Close



135113	2024-09-14	<p>Feast at Totem/ Incident only/ Fall on Same Level/ bruise/ Nose Staff was doing dish duties and loaded a 20 Litre Cambro in the machine, the Cambro was oily and slipped from the hands. Action: Source better gloves. Installing a step stool/riser is not feasible as it may get in the way and introduce a new tripping hazard. Sourcing new gloves has been taken offline to be handled at an operational level. Sysco gloves (orange) trialed at several locations may be a good alternative, light and durable.</p>	<input checked="" type="checkbox"/>	RF	N/A	OK to Close
135115	2024-09-16	<p>Place Vanier / Incident only/ Sharp Contact/ Cut /Fingers Worker cut fingers on the corner on the metal drainage tub, separated, causing a jagged edge to stick out. Action: As a short term/temporary solution, put putty on it to cover the sharp edge. Long- term solution would be to get it re-welded by UBC Building Operations. Will follow up with B Ops offline to see about the best way to make it a permanent solution.</p>	<input checked="" type="checkbox"/>	BB	N/A	OK to Close
135132	2024-09-17	<p>Open Kitchen/ Incident only/ Struck by/ Right side of body Employee bumped their right side against the locking mechanism of the beverage fridge rather hard. Action: There is nothing wrong with the locking mechanism and it cannot be re-designed or re-engineered. Staff are aware of how this door works.</p>	<input checked="" type="checkbox"/>	EM	N/A	OK to Close
135146	2024-09-18	<p>Open Kitchen/ Incident only /Fingers Worker was cutting onions that knife slipped cut left ring finger. Action: Advised worker not to rush and to focus more when handling knife.</p>	<input checked="" type="checkbox"/>	PM	N/A	OK to Close
135149	2024-09-18	<p>Open Kitchen/ Incident only Exposure to Heat/ Burns/ Arm Worker scraping Mongolian grill with water and excess steam burned arm. Action: Advised worker not rush and to focus more when scraping the grill. Reminder to use less water when cleaning to reduce build up of steam.</p>	<input checked="" type="checkbox"/>	PM	N/A	OK to Close
135150	2024-09-18	<p>Open Kitchen/ Incident only Fall on Same Level /Hip Employee coming out from dish room, 3 steps and he fell in front of the noodle house station</p>	<input checked="" type="checkbox"/>	JK	N/A	OK to Close



		Action: Employee was advised to watch out when he come out of the dish room. Because dish room is usually wet and slippery. Extra caution when his shoes are wet				
135168	2024-09-18	Place Vanier / Incident only Exposure to Heat/Burns/Arm Cook approached behind the GWH staff working at the sink area to pour the liquid into the disposal. The GWH, not knowing a cook was behind them, turned to grab more dishes and their arm came in contact with the hot pot. Action: Speaking at stand-up meetings about the importance of safe practices, including handling hot items and using the identification "Behind!" when approaching coworkers from behind.	<input checked="" type="checkbox"/>	SK	N/A	OK to Close
135173	2024-09-19	Open Kitchen/ Incident only Sharp Contact/ Cut/ Fingers Staff Member was washing pots manually in the Open Kitchen Pot Room when they were cut by the edge of a full-size Hotel Pan on the middle finger tip of the right hand Action: All GWHs directed to pull and discard all hotel pans with sharp edges. This is done on a recurring basis at an operational level	<input checked="" type="checkbox"/>	PW	N/A	OK to Close
135178	2024-09-19	Feast at Totem/ Incident only/ Struck By /Knee-FA declined (See picture) Employee was moving a Rack& Roll, and the wheel got caught on the plywood taped to the floor, resulting in it tipping over. The sheet pans with full inserts of food slipped of the rack and fell on their right knee & arm. Action: Flooring and/or tiles need to be repaired/replaced in that area; Located near loading dock doors, the tiles are moving underneath and cracked, requires further repairs-broken tile fragments (marble sized) currently covered with cardboard and taped down. SHCS trades group was notified about the repairs required, and already conducted a site	<input type="checkbox"/>	EM	11-13-2024	OPEN
135179	2024-09-20	Open Kitchen/ Incident only Fall on Same Level /Knee Food (white panna cotta- hard to see on white tiled floor) had spilt on the floor and a staff member slipped on it and hurt their right knee. Action: Cleaned up the spill	<input checked="" type="checkbox"/>	EM	N/A	OK to Close
135187	2024-09-23	SUB - Life Building/ Time Loss/ Cut /Fingers	<input checked="" type="checkbox"/>	CL	N/A	OK to Close



		Subway front line staff was making a sandwich and went to cut the sandwich in half and cut middle finger of the left hand Action: Reviewed with all subway staff of how to safely use knives when cutting sandwiches				
135202	2024-09-23	Open Kitchen/ Incident only /Overexertion/ Strain/Leg Worker transferred some items from the cart to prep flat bread, and felt pain (strain muscle) in left side of the right leg. Action: Remind staff on a regular and recurring basis to be mindful of their limits, take breaks as needed, and ask for help as needed. This is done through at stand-up meetings	<input checked="" type="checkbox"/>	LM	N/A	OK to Close
135243	2024-09-24	Tims Orca/ Incident only /Caught In, Under or Between / Cut Staff was in the process of washing and coring the tomato using a corer and they accidentally cut their finger on the corer. Action: Talked to the employee and did a demo for using the tomato corer	<input type="checkbox"/>	GM	N/A	OK to Close
135233	2024-09-26	Place Vanier / Incident only Chemical Burns/ Hand Cook was prepping Poblano Peppers without gloves. Some time later the cook noticed redness, pain, and puffiness in both hands. First Aid called multiple times but did not attend to worker. -Veg. oil helps relieve burning Action:	<input checked="" type="checkbox"/>	SK	N/A	OK to Close
135244	2024-09-27	Feast at Totem/ Incident only /Matter in Eye/ L. Eye -UBC FA not called. Staff was preparing some items for service, and small red chili came into contact of the staff's left eye; wears glasses. The staff member was about to end their shift and told the Supervisor what happened; an eye wash bottle was provided to flush their eye. They left shortly after. Action: Going forward, replacement eye wash bottles come from Sysco.	<input type="checkbox"/>	MR	N/A	OK to Close
135246	2024-09-28	Place Vanier / Medical Treatment/Overexertion/Back and Hip Employee was moving food to the side-bar station. After doing that, she started to feel pain on her lower back and hip. Action: First aid was called and a treatment was given at UBC hospital	<input checked="" type="checkbox"/>	JK	N/A	OK to Close
135297	2024-10-05	Place Vanier / Incident only/Fall on same level/Ankle Employee was lifting dishes from sorting station to dish room and lost balance on slippery floor. After 40min, ankle pain started.	<input checked="" type="checkbox"/>	JK	N/A	OK to Close



		Action: Reminder to wear non-slip shoes, kitchen floors are often slippery First Aid was called and immediate treatment was given. Monitored employee's condition for 25minutes and eventually sent home. The slippery area was addressed to prevent future incidents.				
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5. REVIEW OF WORKPLACE SAFETY INSPECTIONS					
Inspection Area	Date	Description Of Hazards & Observations	Assigned To	Frequency	Completed
Area Inspections	N/A	Inspections due by October 20 th	ALL	Monthly	On going
Quat calibration	09-11-2024	Quat equipment calibration inspections to be conducted, and added to monthly area inspections for October- 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.- Sysco supplies the same testing strips as Eco-labs.	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

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 members: - Mariana has registered for sessions - Marena supporting as needed with these two new members 	MKS w/ members	11-13-2024	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	Colin Dewar left the University Ricardo 2nd cook may join the LST	ALL	11-13-2024	IP
135004	2024-08-23	OK/ Time Loss/ Contact with Chemicals/ Pain from Impact/ Eye 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. Action: Worker was advised to use protective goggles; eye wash station was used. Current SDS, will provide helpful First Aid information- to be updated. Discussed at the LST and item closed.	N/A	N/A	C

8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
Item #	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		N/A			

SUMMARY FOR THE JOHSC					
	STATUS	DESCRIPTION/NUMBER	FA called	OPEN	CLOSED
CAIRS review:	NEW	20 NEW (1 OPEN)	17/20; 1 Declined; 1 delayed reporting; 1 not called	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OLD REVIEWED	1 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)			
Inspections completed:	INSPECTIONS		UNITS COMPLETED
	October		VEHICLE COMPLETED
	Date	DESCRIPTION	
Good News! Success Stories/ Safety Wins	10-09--2024	<ul style="list-style-type: none"> • Kerensa and Susan are attending Safety Day! • Reminder for work order requests regarding uneven pavement on campus walkways: - Call Building Ops: 604-822-2173 or visit: https://buildingoperations.ubc.ca/ 	
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.		

9. NEXT MEETING	
Date:	November 13, 2024
Time:	2:00 PM
Location:	Zoom
10. MEETING ADJOURNED	
Time:	3:15 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