



Local Safety Team Meeting Minutes

Name of Team:

Chair(s):

Date:

Time:
 Location:

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 ʂxʷhələləms tə kʷaʔkʷəʔaʔt** ([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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Leslie Kupillas, <i>Head Tradesperson</i>	Trades-T-Bird Residence	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>
	Marena Sra, <i>Safety & 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



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
135065	2024-09-04	<p>Gage- Commons Block: (Incident only) Overexertion/ Back Strain/ Back</p> <p>Worker was cleaning the women's washroom in the Commons Block, at approximately 9:30 AM, felt sharp, throbbing pain on lower, left side of the back. Worker stopped mopping and then proceeded to walk down the stairs to retrieve an item from the supply room, located in the basement. Worker continued to feel sharp pain from the back. Worker stopped working and reported to the Building Services Manager. First aid was contacted and they provided heat packs.</p> <p>Action: N/A - pre-existing condition; pain from mopping stemmed from previous injury that occurred outside UBC</p>	<input checked="" type="checkbox"/>	RE	n/a	LST ok to close
135079	2024-09-09	<p>tə ʃxʰəleləm̩s tə kʷaɫkʷəʔaʔɪ (Saltwater): (Incident Only)/ Exposure to Heat/ Burns/Leg</p> <p>Worker swung around to sit down at the table nearby and accidentally knocked the hot tea from the mug on the table, to their body. Worker experienced burning sensation and pain on left thigh and on the side. First Aid was contacted regarding the burn and was equipped with topical cream gel. Worker was assessed and treated for 1st degree burn on thigh. Worker was provided with ice and burn gel to the area.</p>	<input checked="" type="checkbox"/>	RE	n/a	LST ok to close



		<p>Reminder: Staff to check the temperature of the hot water and wait until cooled down</p> <p>Investigation and corrective actions reviewed</p>				
135134	2024-09-16	<p>St John's College Courtyard pathway (south side)/ Time Loss/Fall on Same Level/ Strains/ Leg</p> <p>Utility Worker was walking along pathway in courtyard and tripped and fell due to very uneven cement walkway. Got up and continued working the rest of the day. When they got up the next morning their upper leg was very sore.</p> <p>Action: Informed Andrew to coordinate having the sidewalk fixed, spray paint can be used to mark the hazard - raised concrete slab to be grinded (interim corrective action). Increased visibility to prevent recurrence. Building Ops masonry team contacted for tile/paver/sidewalk repairs.</p>	<input type="checkbox"/>	SY	n/a	LST ok to close
135287	2024-07-27	<p>Place Vanier/ Time Loss/Involuntary Motion Fall on Same Level/ Strains/ Knee</p> <p>Service Worker indicated he tripped on a concrete slate while walking to the commons block. The employee did not report the incident to the Place Vanier supervisor or manager -The employee called in sick on July 28 and filed 1-day WSBC claim.</p> <p>Action: Informed to have concrete slab fixed, and work was recently completed at Totem and Place Vanier.</p>	<input type="checkbox"/>	RF	n/a	LST ok to close

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"> Inspections due by October 20th 	ALL	Monthly	IP



Vehicle inspections	08-09-2022	<ul style="list-style-type: none"> Trades/Warehouse/ C&A vehicle inspections- going strong 	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	<input checked="" type="checkbox"/>
2	Brock Commons	<input checked="" type="checkbox"/>
3	Exchange	<input checked="" 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 checked="" type="checkbox"/>
8	tə ʃx ^w həleləms tə k ^w ałk ^w əʔaʔt	<input checked="" type="checkbox"/>
9	Thunderbird	<input 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	11-12-2024	IP
Trades Training	04-12-2022	JIBC Vehicle training for Trades happening in November	CP	11-12-2024	IP
Fit Testing	10-08-2024	Fit testing to be scheduled for Trades To Beard or not to Beard? That’s a good Question! https://blogs.cdc.gov/niosh-science-blog/2017/11/02/noshave/	CP	11-12-2024	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. Session planned for fall, Kate to confirm details with Joanna. 	SM/JW/ KA	N/A	Tabled
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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
Canvas Training Notifications	10-08-2024	Training notifications for Bullying and Harassment training, New worker orientation and other canvas courses, may have appeared in your inbox. The status of these courses can be accessed in the Canvas dashboard on workplace learning: https://wpl.ubc.ca/	Info Only	N/A	C
Nasal Naloxone	10-08-2024	Nasal Naloxone kits are installed at all Student Residence buildings and program shared with training requirements- to be delivered by Safety and Risk Services. May be added to monthly building inspections, similarly fire extinguishers and AEDs checked for any damage or if missing from designated site, nothing further assessed by staff.	Info Only	N/A	C

CAIRS review:	STATUS	DESCRIPTION/NUMBER	FA Called	OPEN	CLOSED
	NEW	4 NEW	2/4 1 Declined; 1 Delayed reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>



8. NEW & OTHER BUSINESS (+ ROUNDTABLE)					
	OLD REVIEWED	0 OLD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Area Inspections completed:	AREA/SAFETY MAINTENANCE		COMPLETED	TOTAL	
	Building Services		8	11	
	Warehouse- Shipping/Receiving & Carpentry Shop				
	Trades Shops		2	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			
	10-08-2024	<ul style="list-style-type: none"> Good discussion around First Aid best practices – following an injury, we discussed the importance of retaining the dignity of the worker, maintaining worker privacy (if possible), and taking them to an isolated location (if possible). 			
SRS Email	<input checked="" type="checkbox"/> Reviewed SRS Email.				

9. NEXT MEETING	
Date:	November 12, 2024
Time:	10:00 AM
Location:	Ponderosa 17 th 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:	11:15 AM

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