# Local Safety Team Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Team:**  | MCML Local Safety Team | **Chair(s):** | **Lewis Fausak**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  | Apr 21, 2022 | **Time:** | 9:30 AM |
| **Location:** | Remotely via Zoom |

**AGENDA:**

|  |  |
| --- | --- |
| 1. Roll Call
2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
* Monthly Incident List & Statistical Summary Report
1. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
 | 1. Review Education and Training
2. Ongoing Business – Status of Action Items, Review of Previous Minutes
3. New and Other Business
4. Next Meeting
5. Meeting Adjournment
 |

| 1. **ROLL CALL**
 |
| --- |
| **Worker Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Glen Healy | Totem Field | [x]  | [ ]  | [ ]  |
| Imelda Cheung | MCML | [x]  | [ ]  | [ ]  |
| Carson Li  | MCML | [x]  | [ ]  | [ ]  |
| Sylvia Leung | MCML | [x]  | [ ]  | [ ]  |
| Jimmy (Juli Carillo’s grad student) Kyu Ha | MCML | [x]  | [ ]  | [ ]  |
| Lewis Fausak | MCML | [x]  | [ ]  | [ ]  |
| Rupinder Singh | MCML | [ ]  | [ ]  | [x]  |
| Thorsten Knipfer | MCML | [x]  | [ ]  | [ ]  |

| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| --- | --- | --- | --- | --- |
| Andy Jeffries | MCML | [x]  | [ ]  | [ ]  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
|  |  | [ ]  | [ ]  | [ ]  |

Approve Previous Month’s Minutes? Yes [x]  No [ ]

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**
 |
| --- |
| See attached incident report:Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)* |
| (*\* See Legend at end for Priority and Status Codes)* |
| **Item #**(Use CAIRS Incident ID #) | **Priority** | **Date** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
|  |  |  | 2 students have fainted during labs in MCML 102; one student just did not eat for the entire day; the second student fell and hit head but was found to have underlying condition that might have caused the fainting. After follow-up, theses were coincidental and did not require follow up action. An air quality assessment will be scheduled in the space. |  |  | C |

| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**
 |
| --- |
| **Inspections for March: MCML 22,A,B, 26, 34, 48A-H (AJ/LF); MCML 192/194 (WT), MCML Ext, stairwells, int (AJ/LF); MCML 180 (IC)****Inspections for April: MCML 66 (AJ/IC)****Inspections for May: None** |
| **Item #**(Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| MCML 302BM-16 | C | Bookshelves are without lips so it can be a potential falling hazard. Install lips on top shelves to prevent heavy items from falling. This item will be postponed until meeting with EJ and TK. The room has been modified into an office. AJ will check whether this task is still necessary. Room repurposed as student space and clutter on shelves decreased. Will install lips, completion this month | AJ | Apr 30, 2022 | IP |
| MCML 308M-46 | C | Chemicals in 308B are stored alphabetically and not by hazard class. Review chemical inventory and organize chemicals by hazard class. This will be a lengthy process but will be facilitated by our work learn student Joe C. LF will email PK to arrange. | PK/LF | Jun 30, 2022 | IP |
| MCML 302M-38 | C | Biosafety cabinet was last inspected in Mar 2020. Scheduled for an inspection if risk group 1 activity will be conducted. This will be scheduled in accordance with schedule for the teaching lab, likely in May 2022. The relocation of the BSC should happen prior to scheduling maintenance. The BSC will be moved from 302 to 308. AJ will discuss with PK about timeline. Once the BSC is in the permanent location, then PK will be responsible for getting it inspected. | TK/EJ/LF | May 31, 2022 | IP |
| MCML 136M-16 | C | Heavy items stored up high on shelves in 136C may cause injuries if they fall. Review items and condense; if necessary, move to lower shelves or install shelf ledges or ropes. | ZN/LF | Dec 31, 2021 | IP |
| MCML 136BM-16 | C | 136B is crowded and some items are piled up high, posing falling hazard to occupant in the room. Review inventory of items in the room and ensure storage bins are not piled above 6ft height. LF suggests that our work learn student can help tidy up this space. | ZN/LF | Dec 31, 2021 | IP |
| MCML 60/60AD-17 | C | Upper shelf area is full of cobwebs (Agora lounge space outside MCML 66). Freezer is moldy, needs deep clean and disinfection. A proper clean up is needed; Awaiting the Agora operating group to perform cleanup prior to opening up. Since Agora has finally established a working group and is opening soon, all items relating to Agora space will be combined under this to cover the cleanliness and tidiness aspect. Agora group did a deep clean of the space prior to re-opening. A site check was completed prior to operation.  | AJ | Apr 21, 2022 | C |
| Totem FieldA-3/A-4/B-5 | C | Both eyewash and emergency shower do not have an inspection date posted. Email SRS to follow up with the last inspection date and to ensure a tag is provided upon the next inspection visit. This item is delayed due to a burst pipe that affect water supply to the building. GH will follow up in next meeting. The water supply will not be fixed until end of April. Building operations team does not seem to be able to provide a timeline due to vacation schedule. Project Coordinator is Thomas David but it is relevant to safety and AJ can help to push forward. | GH | Mar 31, 2022 | IP |
| Totem FieldA-8 | C | No fire drill performed in the last year. Glen should check when the last fire drill was scheduled at totem and to plan for a fire drill in the next 6 months. GH has initiated a communication with other occupants (i.e. Linguistics) at the site. It was suggested that GH to ensure there is proper BERP, floor wardens and training prior to scheduling fire drill on PlanOn. GH is in conversation with Linguistics to find an optimal time for fire drill. This will be closed as GH continues to work out the schedule with Linguistics. | GH | Apr 21, 2022 | C |
| MCML 320M-2 | B | There is no place to hang lab coats. Install hooks or hangers. It was suggested that a free-standing rack may be more appropriate for the space. LF has emailed PI to follow up. | LF | Mar 31, 2022 | IP |
| MCML 320M-19 | B | No site-specific training binder found; email PI to ensure site specific training is being given and records are kept physically or online. | LF | Mar 31, 2022 | IP |
| MCML 144/148/48BM-10 | C | Clutters in these space that may block aisles, fire exits, etc. Clear clutters and store on shelves or cupboards. This space is currently restructuring to optimize user space – this will be continuous work; it is confirmed that aisle for fire exit is not blocked. A work learn student is working on archiving soil samples but heavy work slows the process. It is anticipated that the space will be cleared of old samples. | CL | Apr 30, 2022 | IP |
| MCML 144/148/48BM-18 | C | Lab areas, benches not clean and tidy. Ask lab personnel to keep space clean and tidy. It has been observed that some users of the space have left scale dirty and not cleaning up after themselves. It was suggested that an email be sent to users to remind them of lab etiquette and safety. A site specific training should be implemented to ensure all users are on the same page. | CL | Apr 30, 2022 | IP |
| MCML 144/148/48BM-21 | C | Heating and ventilation not adequate in 48A. Inspect and evaluate to see what actions to take. Inquire whether the air quality evaluation will trigger some work on space.  | CL/AJ | Apr 30, 2022  | IP |
| MCML 144/148/48BM-24 | C | Some materials are stored up high. Provide step ladder. LF has an extra step ladder to provide. | CL | Apr 30, 2022 | IP |
| MCML 144/148/48BM-28 | C | Lack ergonomic resources; post posters in lab. CL has posted it. | CL | Apr 21, 2022 | C |
| MCML 202M-33 | C | Some chemicals are dated and without the proper labels. Create compliant label. CL will try to dispose of waste chemicals and catch up on labels. These have been taken care of. | CL | Apr 21, 2022 | C |
| MCML 202M-44 | C | No laser warning signage posted. Need to confirm if signage is needed for closed source. The laser is very much encased in the instrument so it likely does not require a signage. LF will confirm with SRS. SRS confirms there is no need for encased source. | CL/LF | Apr 21, 2022 | C |
|  |  |  |  |  |  |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING**
 |
| --- |
|  |
| **Recommended items to discuss at JOHSC/LST Meeting** **Emergency Procedure Key Plans**Emergency Procedure Key plans are located in the hallways and near entrances/exits of buildings.  They detail a lot of useful information such as evacuation routes, predesignated meeting areas and locations of fire extinguishers and AEDs.  This is great information that all building occupants should be familiar with and is part of a worker’s [site-specific orientation](https://riskmanagement.sites.olt.ubc.ca/files/2020/02/PART-2-Site-Specific-Safety-Orientation.pdf). Please review how site-specific orientations are conducted within your department/area/faculty to confirm that workers are receiving this information.* [**LFS General Guide**](https://lfs-my-2020.sites.olt.ubc.ca/files/2021/11/LFS-General-Guide-Sept-7-2021.docx)**, printable,**last updated Sept 7, 2021
* A video at[**https://youtu.be/Ff5erk7YQB8**](https://youtu.be/Ff5erk7YQB8) is provided here to supplement the above LFS General Guide (some building specific information is catered to MCML)
* [LFS General Guide,](https://lfs-my-2020.sites.olt.ubc.ca/lfs-general-guide/) **electronic submission**, last updated Sept 7, 2021

https://lfs-my-2020.sites.olt.ubc.ca/files/2020/08/Screen-Shot-2020-08-07-at-3.27.41-PM-e1596839335258-300x300.png**Remove Outdated Signage**The most current COVID-19 signage is available on the [SRS website](https://srs.ubc.ca/covid-19/digital-and-print-signage/) – all other outdated COVID-19 signage should be removed.  Please action this item at your meeting to ensure outdated signage is removed. **Violence Risk Assessment**A risk assessment must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present. Consider the risk factors below and for areas that have these risks, complete the [UBC Workplace Violence Risk Assessment Tool](https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workplace-violence-prevention/)* Working alone or in isolation with the likelihood of dealing with an irate person.
* Providing services directly to the public.
* Handling, securing, protecting cash or valuables including narcotics and controlled substances.
* Making decisions which may impact academic; employment status; or dealing with controversial personal matters.
* Dealing with unstable/volatile individuals.
* Patrolling or providing protective services and/or by-law enforcement.
* Transporting people or goods.
* Traveling to remote or hazardous locations.

**Informational Items** **Health Protection Programs**UBC has updated two important Health Protection Program Documents: the [Respiratory Protection Program Document](https://riskmanagement.sites.olt.ubc.ca/files/2022/03/UBC-Respirator-Protection-Program.pdf) and the [Hearing Conservation Program Document](https://riskmanagement.sites.olt.ubc.ca/files/2022/03/UBC-Hearing-Conservation-Program.pdf).The University is required to provide faculty, staff and students with appropriate respirators when there is an increased risk of exposure to hazardous airborne contaminants arising from workplace activities and no other adequate control options, such as fume hoods, are available. Examples of hazardous airborne contaminants include dusts, fibers, gases, vapors, mists, fumes, allergens and bioaerosols. Going through the Respiratory Protection Program document will ensure that the type of respirator being used will provide adequate protection from the specific contaminants being generated and that the correct filter and/or cartridge has been chosen. For information on the UBC Respirator Protection Program, including how to choose the appropriate respiratory protection, as well as the safe care and maintenance of respirators, please refer to the following [SRS webpage.](https://srs.ubc.ca/health-safety/occupational-hygiene/respiratory-safety/)Where the noise levels in the workplace exceed 85 dBA (equivalent to a handsaw) over an 8-hour shift or 140 dBC peak sound level, UBC must implement Hearing Conservation measures as outlined in the [Program](https://riskmanagement.sites.olt.ubc.ca/files/2022/03/UBC-Hearing-Conservation-Program.pdf) document. This includes measurements to determine noise levels and the implementation of controls to bring the levels to safe limits. As always, the hierarchy of controls should be applied to eliminate or mitigate hazardous noise exposure levels, at the source if possible, to prevent the occurrence of occupational noise-induced hearing loss for all faculty, staff, and students in the vicinity, with the least individual effort. In some cases, where the noise generating activity cannot be controlled, personal protective equipment in the form of hearing protection must be used. As a guideline, if you are within 1 meter of another person at work and need to shout to be heard, the noise level is likely excessive. For more information on the UBC Hearing Conservation Program please refer to the following [SRS webpage](https://srs.ubc.ca/health-safety/occupational-hygiene/occupational-hazards/noise-hazards/).**Day of Mourning**Across Canada, April 28 has been designated as the [Day of Mourning](https://www.dayofmourning.bc.ca/).  It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. WorkSafeBC Inspection Reports (IR)There were three WorkSafeBC Inspection Reports received since the last co-chair email.  As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.**Sustainability Tips*** None
 |

| 1. **ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)**
 |
| --- |
| Items from JOHSC / RMS or other?  |
| **Original Item #** | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| **121** | **C** | Revisit the need for biosafety permits for some laboratories in MCML as research activities continue to increase. Gurcharn’s research may involve risk groups 1 or 2 activities and perhaps require biosafety permit. Gurcharn’s research currently spans in different areas including MCML 214, 230 and 302. It is important to find out whether a biosafety permit is necessary, and whether the biowastes generated from research needs to be properly autoclaved prior to sending for disposal. Rupinder S is the new manager of the group and is working on getting the biosafety permit. AJ has emailed PI to inquire on progress. RS is working on implementing biosafety procedures/permit for the lab. RS is completing the biosafety training before he can apply for biosafety permit. As this researcher’s space is undergoing renovation (start mid-may) RS will process permit of internal room in 214. 214A will be the location for BSC and future cell culture work.  | **AJ/IC/RS** | **Mar 31, 2022** | **IP** |
| **124** | **C** | Building access request – how it was done pre-pandemic? Should it be an automatically authorized process for faculty, staff and graduate students? What should be the appropriate access day/time? We look to streamline the process of approving after hours request and define a set day/time to avoid confusion faculty wide. The weekend access request form currently in use should be updated to reflect the “post” pandemic research need. The form should mainly focus on the need for work alone procedures and supervisor approval. The form should also include the selection of after hours and weekends work – that will automatically include entrance access and/or alarm code. The revised form at <https://my.landfood.ubc.ca/operations/building-access/> is up and running, with work alone policy built into after-hours/weekends access. A documented list of alarm/key list was also created with the administrators to provide easy reference to address access requests. Updates have been made to the access request form in which afterhours requirements will be predicated on the acknowledgement of a working alone procedure discussed with the supervisor. The previous weekend request form implemented during the pandemic has been removed from the system. All existing staff and faculty access have been reverted back to pre-pandemic access levels. A message to be sent out to remind people working after hours to have the work alone policy and include the SafeApp. | **AJ** | **Apr 21, 2022** | **C** |
| **125** | **C** | A suggestion has been made to update the General Guide such that researcher will select the type of work areas (field, farm, office and/or lab), then the corresponding lab and field guides will follow. This will take time to test and implement and is expected to take on by the summer work learn student with some help from LC. | **IC/LF** | **May 31, 2022** | **IP** |
| **127** | **C** | Upon going through the informational items provided by SRS, it was suggested that the building submits for a request to access the indoor air quality. The operations team will take the lead to have this scheduled. Specific rooms for such work include 320/328/332, 218/214, 220 – 240, 102, 48A. IC to schedule for initial assessment for 220 – 240, 102, 48A. | **AJ/IC/LF** | **May 31, 2022** | **IP** |
| **129** | **C** | LF and CL have noticed that some users in Room 48A/144 may not have received proper site-specific training, especially the soil grinding instruments and the work alone in enclosed area. It is advised that the site-specific training be included as a mandatory training on TRMS for these spaces so key request will capture these. IC will help to add this site specific training to TRMS for Area MCML 144. The training is added as mandatory under Area 144/148 in TRMS. | **CL/LF** | **Apr 21, 2022** | **C** |
| **130** | **C** | Concern was raised regarding greenhouse lights. It was observed that bleaching occurs on the plastic racks; will this level of lighting incur negative impact on users working in the space? Are there special PPE recommendations? AJ will send an email to MB to inquire. This item has been relayed to AJ, who will take on to finding the proper information to address this concern. Worksafe BC does not have specific PPE guidance on this type of work. Although the UV levels are likely acceptable, recommendation is to have UBC SRS weigh in on the risk levels. A signage for proper PPE for working in the greenhouses. | **IC/AJ** | **Apr 30, 2022** | **IP** |
| **131** | **C** | TK has raised concerns regarding use of BSC in MCML 302. It is not clear what work was conducted in the BSC and whether there will be contamination to a nearby experiment set up in the space. It is suggested that the BSC be relocated as soon as possible. The most feasible option will be to move the BSC to MCML 220 for use over the summer. The current laminar flow hood in 308 will be removed this week to make space available for this BSC. A request to the UBC moving crew will be made to move the BSC from 302 into 308. The space for this move has been cleared in preparation. | **IC/AJ** | **Apr 30, 2022** | **IP** |
| **132** | **C** | Wayne T. has requested to exit the MCML LST meeting due to work load. We thank him for the many years serving in our LST as chairs and members. | **IC** | **Apr 21, 2022** | **C** |
|  |  |  |  |  |  |
| 1. **NEW & OTHER BUSINESS**
 |
| Items from JOHSC / RMS or other? |
| **Item #** | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date to be Completed** | **Status** |
| **133** | **E** | The fire drill originally scheduled in Apr 28th at 10 am will be rescheduled into August due to time conflicts with other building occupants. We’ll provide an update in our July LST. | **IC** | **Apr 21, 2022** | **N** |
| **134** | **E** | Self care should be circulated to the faculty; be mindful of everyone’s religious background or cultural practice. | **-** | **Apr 21, 2022** | **C** |
| **135** | **E** | JH inquires about ergonomic practice for unavoidable long hours of work with tedious tasks; suggestions were made to recruit help from supervisor, fellow graduate students, work learn students and course volunteers. Repetitive tasks should be planned such that there are sufficient breaks in between; and that individuals working together should swap tasks to change posture. Smaller scale experiment repeated multiple times can also be considered such that time requires to document data will reduce. | **-** | **Apr 21, 2022** | **C** |

| 1. **ITEMS TO BE TABLED**
 |
| --- |
| While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department have the capacity to continue with these health & safety items. Items that remain in ongoing & new business have taken precedent during the department’s response to COIVD-19 and the scaled back work arrangements. The committee agrees that the items below will be re-assessed based on the departments’ safety needs at a time more suitable time. **Motion to table items:** Moved by: Imelda C. Seconded by: Lewis F.  **.**  |
| **Original Item #** | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| Room 302 A/B/CN-4 | C | PI require completion of required safety training courses. PI to ensure training is completed (SL). Student has left. Launching TRMS should capture this. Recently there is evidence of someone working in BSC in MCML 302 and moldy plates were observed on benchtop without proper disposal. Contact PI for proper safe work procedures. | Eduardo Jovel | Feb 28, 2019 | IP |
| MCML 302M-35, M-36 | C | Chemical inventory and SDS not readily available or up-to-date; setup in Quartzy in progress; EJ has located chemical inventory and will pass to IC; Inventory is quite dated so up-to-date inventory will be performed by work learn students. Due to Covid-19, the inventory work has been halted. IC has picked up the inventory update work and will continue. Inventory has been updated and in process of entering into Quartzy. Chemical inventory has been updated on Quartzy. SDSs will be updated as soon as possible. The Quartzy information has been shared with Thorsten and Eduardo. Since SDS work will take a long duration, the LST members have agreed to table this item. | EJ/IC | Aug 31, 2019 | IP |
| MCML 308M-33,35,36 | C | Chemical inventory and SDSs not updated; request for record and import into Quartzy for SDS updates. Obtained records from Peter and work learn student has started to update inventory in 308. Inventory is recorded and currently on Quartzy. Some areas are not easily accessible so IC will follow up with Peter K. to do a walk through. | IC | Jul 31, 2019 | IP |
| MCML 220 – 240M-33 | D | Labels are not WHMIS 2015 compliant; prepare labels that adhere to WHMIS 2015 standards; Frequently used chemicals will be prioritized with the aim to update 20 labels at a time until all chemicals’ labels are WHMIS 2015 compliant. | IC | Apr 30, 2020 | IP |
| MCML 202M-33 | C | Some containers do not have WHMIS 2015 labels; update labels; ongoing efforts. IC to follow up with CL. This item has been updated in the new inspection in 2021, where further updates can be found. | CL | Apr 20, 2022 | C |
| MCML 120M-15 | C | Cord on a shaker is frayed near the plug-in. Place a sign to indicate shaker non-operational until fixed. Fix the cord. | LF/AJ | Feb 29, 2020 | IP |

| 1. **NEXT MEETING**
 |
| --- |
| Date: | May 19, 2022 |
| Time: | 9:30 AM |
| Location | Remotely via Zoom or MCML 139  |

| 1. **MEETING ADJOURNED**
 |
| --- |
| Time: |  10:50 am |

**LEGEND**

| **PRIORITY:** | **STATUS:**  |
| --- | --- |
| **A** | Critical/Life threatening/high probability  | **N** | New |
| **B** | Urgent/moderate probability of re-occurrence | **R** | Repeat |
| **C** | Important/low probability of re-occurrence | **C** | Complete |
| **D** | Reminders | **IP** | In Progress |
| **E** | Information | **RF** | Referred forward |

**Send a copy of the meeting minutes report to the JOHSC. Highlight important items that must be reviewed/discussed at next JOHSC meeting.**

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

* All LST members
* Appropriate JOHSC
* Risk Management Service