# Local Safety Team Meeting Minutes

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

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| **Date:** | Mar 17, 2022 | **Time:** | 9:30 AM |
| **Location:** | Remotely via Zoom |

**AGENDA:**

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| 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 |  |  |  |
| Imelda Cheung | MCML |  |  |  |
| Carson Li | MCML |  |  |  |
| Sylvia Leung | MCML |  |  |  |
| Wayne Tamagi | MCML |  |  |  |
| Jimmy (Juli Carillo’s grad student) Kyu Ha | MCML |  |  |  |
| Lewis Fausak | MCML |  |  |  |
| Rupinder Singh | MCML |  |  |  |
| Thorsten Knipfer | MCML |  |  |  |

| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| --- | --- | --- | --- | --- |
| Andy Jeffries | MCML |  |  |  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
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Approve Previous Month’s Minutes? Yes  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** |
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| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)** | | | | | | |
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| **Inspections for February: MCML 22,A,B, 26, 34, 48A-H (AJ/LF); MCML 192/194 (WT), MCML Ext, stairwells, int (AJ/LF);**  **Inspections for March: MCML 180 (IC)**  **Inspections for April: MCML 66 (AJ/IC)** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| MCML 302B  M-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. | AJ | Apr 30, 2022 | IP |
| MCML GI  A-8 | B | Fire drill was put on hold during the pandemic. This has resumed and MCML building will plan to schedule one in Dec 2021 or during the reading week in Feb 2022. Due to some delays, the fire drill will be scheduled in early May 2022. IC will send out a doodle poll for available dates/times for the floor wardens. The fire drill is now scheduled on Apr 28th at 10am. | AJ | Mar 17, 2022 | C |
| MCML 308  M-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. | PK/LF | Apr 30, 2022 | IP |
| MCML 302  M-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. | TK/EJ/LF | Apr 30, 2022 | IP |
| MCML 136  M-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 136B  M-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 60/60A  D-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. | AJ | Mar 31, 2022 | IP |
| Totem Field  A-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. | GH | Mar 31, 2022 | IP |
| Totem Field  A-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. | GH | Mar 31, 2022 | IP |
| MCML 320  M-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 320  M-16 | B | Small white cabinet is not secured to the wall; submit a service request to have the cabinet secured. LF has emailed the PI to confirm if current location is permanent before submitting the service request for anchor. Request submitted | LF | Mar 17, 2022 | C |
| MCML 320  M-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 144/148/48B  M-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. | CL | Apr 30, 2022 | N |
| MCML 144/148/48B  M-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 | N |
| MCML 144/148/48B  M-21 | C | Heating and ventilation not adequate in 48B. 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 | N |
| MCML 144/148/48B  M-24 | C | Some materials are stored up high. Provide step ladder. LF has an extra step ladder to provide. | CL | Apr 30, 2022 | N |
| MCML 144/148/48B  M-28 | C | Lack ergonomic resources; post posters in lab. | CL | Apr 30, 2022 | N |
| MCML 202  M-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. | CL | Apr 30, 2022 | N |
| MCML 202  M-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. | CL/LF | Apr 30, 2022 | N |
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*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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| **Recommended items to discuss at JOHSC/LST Meeting**  **Building Emergency Response Plan (BERP)**  The [BERP](https://ready.ubc.ca/get-informed/emergency-plans/) has been updated and accompanied by a list of changes.  Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants.  Remember to schedule an annual fire drill once within a calendar year!  Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for persons requiring assistance.  **Annual CAIRS Stats**  Across UBC between 2018-2021, three of the most prevalent accidents reported continue to be falls on same level, overexertion and repetitive motion.  The attached pdf PowerPoint presentation details further information on tips to investigate these incidents and common contributing factors to help avoid the incident altogether.  A thorough review of this PowerPoint presentation at your meeting (~15 min) can be used towards a JOHSC member’s annual 8 hours of training.  Remember to document this in your minutes!  If you haven’t already, review annual incident trends for your particular areas and see what trends you can find! Feel free to contact [Peter Joseph](mailto:peter.joseph@ubc.ca) if you need any assistance with downloading incident/accident statistics for your portfolio.  **Safe Driving on Campus**  With an increase in pedestrian and vehicular traffic on and off campus, it’s important that when you are behind the wheel, especially in a UBC branded vehicle to abide by all the standard driving rules.  This will help to ensure a safe community and set a good example for other drivers. Please communicate the following to all managers and workers within your areas:   * Use your seat belts at all times * Use vehicle or hand signals prior to any maneuver * Stop fully at marked signs * Stop at stale amber lights * **Do not** be a [distracted driver](https://www.icbc.com/road-safety/crashes-happen/Distracted-driving/Pages/default.aspx) * Always err on the side of caution  Informational Items **JOHSC Training**  New dates have been released for JOHSC Training Part 2a (March 16th, from 1pm-3pm) and Part 2b (March 21st, from 10am-12pm). Register [here](https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco).  The JOHSC Administrator training will be taking place on March 25th from 10am-11:30am. Register [here](https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-johsca). WorkSafeBC Inspection Reports (IR) There was one 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. | **AJ/IC/RS** | **Mar 31, 2021** | **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. | **AJ** | **Mar 31, 2021** | **IP** |
| **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, 48A/B | **AJ/IC/LF** | **May 31, 2022** | **IP** |
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| 1. **NEW & OTHER BUSINESS** | | | | | |
| Items from JOHSC / RMS or other? | | | | | |
| **Item #** | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date to be Completed** | **Status** |
| **128** | **C** | LF raises questions of which categories Room 26 and Room 34 fall under. It’s agreed that both should be regarded as labs. | **LF** | **Mar 31, 2022** | **C** |
| **129** | **C** | LF and CL have noticed that some users in Room 48B/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. | **CL/LF** | **Apr 30, 2022** | **N** |
| **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? IC will send an email to MB to inquire. | **IC** | **Apr 30, 2022** | **N** |
| **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. | **IC/AJ** | **Apr 30, 2022** | **N** |
| **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 30, 2022** | **N** |
| **133** |  |  |  |  |  |

| 1. **ITEMS TO BE TABLED** | | | | | |
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| 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/C  N-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 302  M-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 308  M-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 – 240  M-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 202  M-33 | C | Some containers do not have WHMIS 2015 labels; update labels; ongoing efforts. IC to follow up with CL. | CL | Jun 30, 2019 | IP |
| MCML 120  M-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: | Apr 21, 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