# 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:**  | Jun 16, 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
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| 1. **ROLL CALL**
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| **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** |
| Sofia Antoniou | MCML/FNH | [x]  | [ ]  | [ ]  |

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

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**
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| 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** |
|  |  |  | Paint shaker side broke off and instrument turned on immediately upon plugged in – it’s removed from the space to repair. It was recommended to have a box around the shaker to avoid parts accidentally broke off to injure users. The paint shaker has been repaired.  |  |  | C |
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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 May: MCML 34 (LF); MCML Ext, stairwells, int (AJ/LF); MCML 66 (AJ/IC)****Inspections for June: Office Inspections (LFS ops)****Inspections for July: MCML 230-240 (IC); MCML 102,112,118,120 (LF)** |
| **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, will meet with TK to get ideas for work to be done in the space, completion in June. | AJ | Jun 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. This will now be facilitated by our new work learn Sofia A. | 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 | Aug 31, 2022 | 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 | Aug 31, 2022 | IP |
| 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 has left UBC so we’re waiting for the new hire to follow up. AJ will connect with MB to ensure these items get attended to. | TBA/AJ | July 31, 2022 | IP |
| 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. Another email was sent to RS to confirm. LF suggests to buy a coat stand or some commander hooks behind door or on wall. | LF | July 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 has provided all the necessary information to get it done and will follow up to see if everything is up-to-date. Training records can be found on TRMS. | LF | Jun 16, 2022 | C |
| MCML 144/148/48AM-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 | July 31, 2022 | IP |
| MCML 144/148/48AM-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. A site specific training is added to TRMS for room 48A/144 and an email has been sent to all users to space. | CL | Jun 16, 2022 | C |
| MCML 144/148/48AM-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. We are also investigating the exhaust fan at the same time. | CL/AJ | Jul 31, 2022  | IP |
| MCML 48A,B,HM-7 | C | There is no eyewash station available in 48 A or B. Since this is an area with lots of dust generated and a lab, a portable eyewash bottle should be brought in for both spaces. AJ has agreed to order one for 48A under the safety budget. The eyewash has to be checked periodically and refilled. | LF | Jun 30, 2022 | IP |
| MCML 48A,BM-12,13,28, 29 | C | Signage is missing in the lab, including missing SDS information, ergonomics information, safety contacts, and no eating/drinking signs in 48B. Need to post signage to make users aware of some rules and have needed information available. | LF | Jun 30, 2022 | IP |
| MCML 34M-19 | C | Missing documentation and records for safety and training in the space. There are only a couple of users at present in 34. Send an email to PI to ensure they are aware of the need for training documentation and give them documents to help get them started with training set up. AJ/LF will have a look to decide what requirements will be needed in that space. | LF | Jun 30, 2022 | IP |
| MCML 22/22AF-23 | C | Lockout procedures are not posted. Post lockout procedures and include in safety orientation for space. LF has already posted safety orientation and ergonomics information. | LF | Jun 30, 2022 | IP |
| MCML 26M-13,28,29 | C | Signage is missing in the lab, including missing SDS information, ergonomics information, safety contacts, and no eating/drinking signs in 48B. Need to post signage to make users aware of some rules and have needed information available. LF has started to put up some signage. | LF | Jun 30, 2022 | IP |
| MCML 26M-19 | C | Missing documentation and records for safety and training in the space. There are only a couple of users at present in 26. Send an email to PI (Juli and Simone) to ensure they are aware of the need for training documentation and give them documents to help get them started with training set up. | LF | Jun 30, 2022 | IP |
| MCML 220,220A,C,DM-11 | C | Emergency contacts are out-of-date. Update and post. | IC | Jun 30, 2022 | N |
| MCML 220,220A,C,DM-13 | C | Missing “No Eating/Drinking/Smoking” signs. Post at entrance door. | IC | Jun 30, 2022 | N |
| MCML 220CM-14 | B | Chemicals were used and stored in 220C. Assess whether a poster should be posted to alert users entering space. | IC | Jun 30, 2022 | N |
| MCML 220C,DM-18 | C | Some laboratory equipment or supplies were scattered around the countertops. Store these properly in drawers when not in use. Space appears to be dusty and dirty – a thorough cleaning will be needed. | IC | Jun 30, 2022 | N |
| MCML 220DM-24 | C | Step ladder not available to access items in chemical cabinet. Provide a step ladder or consider moving items in lower shelf to make available. | IC | Jun 30, 2022 | N |
| MCML 220,220A,C,DM-28 | C | Missing ergonomic resources. Post posters. | IC | Jun 30, 2022 | N |
| MCML 220,220C,DM-29 | C | No chemical safety manual in space. Post QR code. | IC | Jun 30, 2022 | N |
| MCML 220,220AM-37 | C | No biological safety manual in space. Post QR code. | IC | Jun 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** **Safety Day 2022 – Save the Date – Tuesday October 4**We are happy to announce that Safety Day has been scheduled for Tuesday October 4, 2022.  Based on the feedback from our last event back in 2019, we are returning to the more spacious Great Hall in the AMS Student Nest.  We are looking forward to hosting another exciting event with speakers, vendors, prizes, and more.    Registration is now open and can be accessed here: <https://events.eply.com/SafetyDay2022>.  A detailed agenda with speakers and topics is attached.  The [Safety Day Webpage](https://safetycommittees.ubc.ca/safety-day-2022/) has both the registration link, agenda and testimonials on this special event.   With your support Safety Day has been a huge success and we can’t wait to see you all again in person! **Confined Spaces**A confined space is an enclosed or partially enclosed area with limited or restricted means of entry or exit. Although it is large enough for a worker to enter, it is not designed for someone to work in regularly. Examples of confined spaces at UBC include manholes, pits, boilers, tanks and hoppers. Entry into UBC confined spaces is only permitted to trained and authorized workers.SRS has updated the [UBC Confined Space Entry Program](https://riskmanagement.sites.olt.ubc.ca/files/2019/11/UBC-Confined-Space-Entry-Program.pdf). This document will assist administrative heads of unit, managers, supervisors and workers understand the requirements for workplaces that have confined spaces and describes what must be done before workers can safely enter and work in a confined space.For more information and resources about Confined Spaces, please refer to the following [SRS webpage](https://srs.ubc.ca/health-safety/safety-programs/safe-work-processes/confined-space/) and reach out to safety.risk@ubc.ca if you have any questions about any potential Confined Spaces in your areas.**Informational Items** **World Environment Day (June 5)**June 5 is [World Environment Day](https://www.worldenvironmentday.global/).  To do your part, make sure you understand how to properly sort waste.  Test your knowledge in the “[Sort it out – waste sorting game](https://sustain.ubc.ca/get-involved/campaigns/sort-it-out)” for a chance to win a $50 gift certificate from the bookstore.  **Local Safety Team Training**New dates have been released for LST Training Part 2a (June 14th from 1pm-2:30pm) and Part 2b (June 22nd, from 10am-11:30pm). Register [here](https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-lst).WorkSafeBC Inspection Reports (IR)There were no WorkSafeBC Inspection Reports received since the last co-chair email. **Sustainability Tips*** None
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| 1. **ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)**
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| 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. Samuel has obtained the permit and should be posted in 214A. IC to follow up on obtaining the red tag/barcode sticker. Samuel has completed biosafety training, initiated the permit application but now awaiting PI to complete the biosafety training in order to continue the application. The red tag/barcode sticker cannot be obtained until the biosafety permit is obtained. In the meantime, IC has arranged with SRS to pick up unautoclaved wastes in yellow bins using IC’s tags/barcode. | **AJ/IC/RS** | **Aug 31, 2022** | **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** | **July 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. The request forms have been submitted and now awaiting responses. SRS has come to inspect these spaces and have provided very detail reports of space. They have made recommendations but have noted that these were not air quality issues. This item is considered complete. | **AJ/IC/LF** | **Jun 16, 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** |
| **136** | **E** | **Introduce Sofia Antoniou as our LFS Operations and Safety Assistant.** | **LF** | **May 19, 2022** | **C** |
| **137** | **C** | **Introduce the orientation document for 48A and provide a brief overview of the process to access space and to have proper training completed prior to independent use. This has been implemented in TRMS.** | **LF/IC** | **Jun 16, 2022** | **C** |
| **138** | **C** | **Prepare signage for important locations for deliveries, student services, Dean’s office, loading bay to alleviate struggles to get to where to go at main entrances and elevators. This may help to reduce chances of workplace violence from frustrated public. Sofia is brainstorming the posters and hopefully will have them ready by the July MCML LST meeting,** | **IC/SA** | **Jun 30, 2022** | **IP** |
| **139** | **C** | **Travel to remote locations added to LFS Field Guide.****Workplace violence assessment recommended to Agora group, student services, finance, dean’s office, learning center, buyer’s office, Sasha, Risa, Juli, Sean, JT, Maya, Thorsten, Gurcharn,** | **LF** | **Jun 30, 2022** | **IP** |
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| 1. **NEW & OTHER BUSINESS**
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| Items from JOHSC / RMS or other? |
| **Item #** | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date to be Completed** | **Status** |
| **140** | **C** | **Antimicrobial copper plate installation at LFS buildings** | **AJ** | **Jun 30, 2022** | **N** |
| **141** | **D** | **Summer thefts – look after your belonging and lock your office when you go in and out. Recent theft has happened at a local Starbucks – it happens within minutes! Send a note to LFS Today as reminders.** | **IC** | **Jun 30, 2022** | **N** |
| **142** | **E** | **Glen Healy has left UBC so he will no longer serve on the MCML LST.**  | **IC** | **Jun 30, 2022** | **N** |

| 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/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 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**
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| Date: | Jul 21, 2022 |
| Time: | 9:30 AM |
| Location | Remotely via Zoom or MCML 139  |

| 1. **MEETING ADJOURNED**
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| Time: |  10:48 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