# Local Safety Team Meeting Minutes

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  | August 18, 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** |
| 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:**
 |
| --- |
| 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** |
|  |  |  |  |  |  |  |

| 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 July: MCML 34, 102,112,118,120 (LF)****Inspections for August: MCML 130, 136, 302, 308 (LF)****Inspections for September: MCML 56, 59, 180 (IC/AJ)** |
| **Item #**(Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| 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. Sofia has started to look up in SDSs the hazard class for each chemicals in the space and tabulate in a googlesheet. | PK/LF/IC | Aug 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. IC will email MB and TS to ensure this item is noted. MB is working on the issue. | TBA/AJ | Sept 30, 2022 | IP |
| 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. 48A is complete. There are still some small items to be moved to side room in 144/148. | CL | September 30, 2022 | IP |
| 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. AJ will follow up on progress. Still awaiting response – AJ will update.  | CL/AJ | September 30, 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 looks at Amazon quoting prices for $50 and SL suggests VWR/Fisher and will check price. | LF | September 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. Compressed gas, chemicals, laser are noted in the room – LF will follow up with Daniel for a lab specific orientation. Currently Daniel is the only user of space. | LF | Sept 30, 2022 | C |
| 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 has drafted the lockout procedures for comments. The information will be posted in space but not widely distributed. User will obtain training from AJ/LF prior to being in the space. | LF | Sept 30, 2022 | C |
| 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. JH has commented that instrument manual is the only “safety” information provided and suggested perhaps troubleshooting guide is a more major part that should be covered since leaks will disable the sensors, rendering the chambers non-functional. IC will draft a brief training document for review. | LF/IC | September 30, 2022 | IP |
| MCML 220CM-14 | B | Chemicals were used and stored in 220C. Assess whether a poster should be posted to alert users entering space. IC will post a notice that chemicals are used in the room. | IC | September 30, 2022 | IP |
| 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 will arrange to have the space organized and cleaned. | IC | September 30, 2022 | IP |
| 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. The space is being decommissioned and the chemicals will likely be removed from space or be disposed of. Re-visit this in the fall. | IC | Sept 30, 2022 | IP |
| MCML IntB-1 | C | Burnt out lights; submit service request to replace. LF will follow up.Basement/F1 SE stairwell, 80, 74, 63A, 48 - 2 lightsB61 - 1 lightF1 112, 121, 187, 158 – 2 lightsF1 133, 160, 148 – 1 lightF2 291, 287, 273, 268, 264, 241, 231, SE Stairwell – 1 lightF2 258, 239 – 2 lightsF3 360 (elevator), 302, 318, 339, 343 – 1 lightF3 360, 393 – 2 lights | LF | Sept 30, 2022 | C |
| MCML IntB-16 | C | Indoor signage around the building with directional signage to important locations is out of date. Suggested to remove information that is no longer relevant in short term, and replace signs in long term. Signage update will wait till internal moves of units are complete. SA will help to draft the update signage. LF will send SA the remaining updated signage information. | LF | Sept 30, 2022 | IP |
| MCML 230,230C,230GM-8 | B | Emergency shower last inspected June 16, 2021. They should be re-inspected this year. Schedule to have emergency showers in laboratory 230 inspected this year. IC will monitor and report back next meeting to see if this has been done. | IC | September 30, 2022 | IP |
| MCML 230GM-34 | C | Some chemicals in large containers are being stored in cardboard boxes on the floor. Arrange for proper chemical disposal through HWIS. One batch has been sent off in late May. Another batch will be done in August. | IC | September 30, 2022 | IP |
| MCML 48FD-3 | C | 1 light burnt out. Submit service request. | LF | Aug 31, 2022 | N |
| MCML 48FD-10  | C | One shelf is not anchored to wall. Submit service request. | LF | Aug 31, 2022 | N |
| MCML 48F,336D-12 | C | No immediate access to emergency contact/procedures. Post at the loading bay exit door. | IC/SA | Aug 31, 2022 | C |
| MCML 48FD-17 | C | Space is dusty. Submit service request to get space swept/cleaned. | LF | Aug 31, 2022 | N |
| MCML 62D-2 | C | Space is dusty. Submit service request to get floors mopped and cleaned and to get countertops sanitized and wiped. | LF | Aug 31, 2022 | N |
| MCML 62,336D-14 | C | No ergonomic information provided. Post posters in the room. | IC/SA | September 30, 2022 | N |
| MCML 180B,C,D,190CD-3 | C | Lights are burnt. Submit service request.180B – 1 light180C – 2 lights180D – 2 lights190C – 2 lights | LF | Aug 31, 2022 | N |
| MCML 180CD-11 | C | Heavy boxes are on upper shelves at risk of falling hazard. Email room occupant to move boxes to lower shelves. | LF/SA | Aug 31, 2022 | N |
| MCML 180DD-8 | C | Plate cover needed to cover exposed wire behind door. Submit service request. | LF | September 30, 2022 | N |
| MCML 180FD-3 | B | Light wiring is exposed. Submit a service request to get it covered. | LF | September 30, 2022 | N |
| MCML 180FD-17 | C | A big hole in the ceiling was covered with duct tape. It is located at the left corner of the room. Have it assessed prior to submitting a service request to get it fixed. | LF | September 30, 2022 | N |
| MCML 190C/275AD-3 | C | Light panel cover is cracked. Submit request to get replaced. | LF | September 30, 2022 | N |
| MCML 336D-2 | C | Some lockers are full but with no owners. Empty contents to make available for room occupants. Notes were placed on lockers requesting to have them vacated by the end of the summer.  | IC/SA | Aug 31, 2022 | N |
| MCML 339D-2 | C | Office space is cluttered that can lead to falling hazard. Email occupant to reduce clutters. | LF | Aug 31, 2022 | N |
| MCML 344HD-17 | C | Door edge appears to be bending and the door jam piece was not attached. Submit a service request to get door edge fixed and door jam attached.  | LF | Aug 31, 2022 | N |
|  |  |  |  |  |  |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING**
 |
| --- |
|  |
| **Recommended items to discuss at JOHSC/LST Meeting** **Safety Day Award Nominations and Registration**This year’s Safety Day Award category is “Innovative Promotion of Safety Culture.” Please note that 2 JOHSCs and 2 LSTs will win awards under this category.  You can self-nominate JOHSCs and LSTs for the award using this link: <https://ubc.ca1.qualtrics.com/jfe/form/SV_01YfBW0rAtY7y98>. Details of the award criteria are also outlined in the link. The deadline for the nominations is ***Friday September 2, 2022.***  Lastly, if you haven’t already, [Register for Safety Day](https://ubc.ca1.qualtrics.com/jfe/form/SV_3jwpMynQQLPq9v0), we have 50 spots remaining. **Weather and Thermal Stress Safety**Following last summer’s heat dome—when the atmosphere traps hot ocean air like a lid or cap, UBC has taken steps to plan for extreme heat events. Given the current high temperatures, we wanted to provide some resources and information to help you and your loved ones stay cool and safe.Visit the [Weather and Thermal Stress Safety page](https://srs.ubc.ca/health-safety/occupational-hygiene/thermal-stress-safety/#Where%20are%20cooling%20centres%20on%20UBC%20Vancouver%20campus?) for the most updated information about UBC’s on-campus cooling centres.**Ready Week 2022**Don’t miss UBC’s first Ready Week (Sept 6-8, 2022). Stop by, enjoy the nice weather and learn more about personal emergency preparedness!***September 6 – Imagine Day @ Main Mall, 1-4 pm***Look for the SRS emergency management booth on Imagine Day to learn more about how to be prepared for an emergency.***September 7-8 – Quake Cottage @ University Commons outside the Nest, 9 am –3 pm.***Experience a big magnitude earthquake by riding the Quake Cottage. Make sure to collect free items to add to your emergency kit.**Upcoming Chemical Inventory Initiative**The Chemical Safety Team is launching a new initiative in September to help laboratories manage their inventories and enable an increasingly evidence-informed approach to Chemical Safety programing moving forward! The Team will be reaching out to researchers located on Point Grey Campus to review their chemical inventory records and storage locations. Want to learn more? Invite them to your next JOHSC/LST meeting to give a 5-10 minute introduction and answer questions about the initiative!Or tune in to the live seminar on **Chemical Inventory Management on September 21st at 2 pm**.More details and a link to the webinar to come in the September newsletter.**Informational Items** **LST Training**New dates have been released for JOHSC Training Part 2a (August 8th, from 10:00am – 11:30am) and Part 2b (August 16th, from 1:00pm – 2:30pm). Register [here](https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-lst).WorkSafeBC Inspection Reports (IR)There were 2 WorkSafeBC Inspection Reports received since the last co-chair email. **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. 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. IC has noticed the used of biohazard sharp containers for general Risk Group 1 wastes. SL has confirmed she did not order them so lab has acquired those independently. IC will confirm how these are to be disposed of as these are non-reusable containers. The biohazard sharp containers should be tape-sealed, red tagged and put in chemical cage for pick-up. AJ will follow-up.  | **AJ/IC/RS** | **September 30, 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. LF will follow-up with learning center. | **IC/LF** | **Sept 30, 2022** | **IP** |
| **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 to email MB to get advice. Email was sent but no answer was provided. | **IC/AJ** | **Sept 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. Review the application on the assessment to remote locations such as field work, etc. LF will send out emails to managers/PI of each group. LF drafted an email and will send it out to recommended groups.**  | **LF** | **Sept, 2022** | **IP** |
| **140** | **C** | **Antimicrobial copper plate installation at LFS buildings. AJ is in conversation to arrange for timeline for installation. AJ will be awaiting finalization of copper plate details before installation at MCML.** | **AJ** | **November 30, 2022** | **IP** |
| **143** | **C** | **Arrange for re-certification of laminar flow hoods and BSC in the building. IC has tentatively scheduled this to happen on Sept 14th, 2022** | **IC/AJ** | **Sept 30, 2022** | **IP** |
| **144** | **C** | **LST member training – is there one? Is it mandatory for all LST members? There used to be one to introduce use of SharePoint and how to properly conduct a safety inspection of space. AJ will check and follow up in next meeting. There is one – it has shown up in the informational item above. New members in the LST will be encouraged to take the training as soon as possible. LF will follow-up.**  | **LF** | **Sept 30, 2022** | **IP** |
|  |  |  |  |  |  |
| 1. **NEW & OTHER BUSINESS**
 |
| Items from JOHSC / RMS or other? |
| **Item #** | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date to be Completed** | **Status** |
| **145** | **B** | **Temperature in the building is intolerable in some space during the heat wave. There has to be an urgent solution to proactively tackle this issues. Some ideas could be to provide cooling fans for loans, to provide alternative shaded space for temporary work during heat wave, etc. LF provided some solutions via email.**  | **AJ/LF/IC** | **Sept 30, 2022** | **N** |
| **146** |  |  |  |  |  |

| 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. This lab has been assigned to new supervisor, who has already established proper training requirements and record on TRMS. This item is complete. | Eduardo Jovel | Aug 31, 2022 | C |
| 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. Most chemicals in the room have been removed or relocated. The inventory will be updated on Quartzy to reflect this. | Tk/IC | Dec 31, 2022 | 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. This has been updated in current inspection items so can close. | IC | Aug 31, 2022 | C |
| 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**
 |
| --- |
| Date: | Sept 15, 2022 |
| Time: | 9:30 AM |
| Location | Remotely via Zoom or MCML 139  |

| 1. **MEETING ADJOURNED**
 |
| --- |
| Time: | 10:45 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