# 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:** | Jul 21, 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** | | | | |
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| **Worker Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Imelda Cheung | MCML |  |  |  |
| Carson Li | MCML |  |  |  |
| Sylvia Leung | 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** |
| Sofia Antoniou | MCML/FNH |  |  |  |

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** |
|  |  |  |  |  |  |  |

| 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 June: MCML 34 (LF); MCML 66 (AJ/IC)**  **Inspections for July: Office Inspections (LFS ops); MCML 102,112,118,120 (LF)**  **Inspections for August: MCML 130, 136, 302, 308 (LF)** | | | | | | |
| **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. 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 has installed lips on shelf, this item is complete. | AJ | July 21, 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. LF will email PK to arrange. This will now be facilitated by our new work learn Sofia A. | PK/LF/IC | Aug 31, 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. 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. The BSC is relocated. It is complete. | TK/EJ/LF | July 21, 2022 | C |
| 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 | Aug 31, 2022 | 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 | Aug 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. 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. | TBA/AJ | July 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. 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 has installed the hooks. | LF | July 21, 2022 | C |
| MCML 144/148/48A  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. 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 | July 31, 2022 | IP |
| MCML 144/148/48A  M-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. | CL/AJ | Jul 31, 2022 | IP |
| MCML 48A,B,H  M-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 | Jun 30, 2022 | IP |
| MCML 48A,B  M-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 | July 15, 2022 | C |
| MCML 34  M-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 | Jun 30, 2022 | IP |
| MCML 22/22A  F-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 | Jul 31, 2022 | IP |
| MCML 26  M-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. Signages have been posted in the room. Compressed gas cylinder in space so SDS link should be provided to access SDS. | LF | July 15, 2022 | C |
| MCML 26  M-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 | Aug 31, 2022 | IP |
| MCML 220,220A,C,D  M-11 | C | Emergency contacts are out-of-date. Update and post. | IC | July 15, 2022 | C |
| MCML 220,220A,C,D  M-13 | C | Missing “No Eating/Drinking/Smoking” signs. Post at entrance door. | IC | July 15, 2022 | C |
| MCML 220C  M-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 | Jul 31, 2022 | IP |
| MCML 220C,D  M-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 | Aug 31, 2022 | IP |
| MCML 220D  M-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 220,220A,C,D  M-28 | C | Missing ergonomic resources. Post posters. | IC | July 15, 2022 | C |
| MCML 220,220C,D  M-29 | C | No chemical safety manual in space. Post QR code. | IC | July 15, 2022 | C |
| MCML 220,220A  M-37 | C | No biological safety manual in space. Post QR code. | IC | July 15, 2022 | C |
| MCML Ex  C-2 | C | Garbage building up near the loading bay/rear entrance of building near recycling and garbage containers. The work is complete. | LF/AJ | July 21, 2022 | C |
| MCML Int  B-1 | C | Burnt out lights; submit service request to replace. LF will follow up.  Basement/F1 SE stairwell, 80, 74, 63A, 48 - 2 lights  B61 - 1 light  F1 112, 121, 187, 158 – 2 lights  F1 133, 160, 148 – 1 light  F2 291, 287, 273, 268, 264, 241, 231, SE Stairwell – 1 light  F2 258, 239 – 2 lights  F3 360 (elevator), 302, 318, 339, 343 – 1 light  F3 360, 393 – 2 lights | LF | July 30, 2022 | N |
| MCML Int  B-7 | C | Northeast stairwell has spider webs on all floors of stairwell and plant debris on the first floor. Submit service request to have the stairwell swept and cleaned. It is complete. | LF | July 21, 2022 | C |
| MCML Int  B-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 | July 30, 2022 | N |
| MCML 230,230C,230G  M-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 | July 30, 2022 | N |
| MCML 230  M-18 | C | Some loose items found along the countertops. Properly store items away to keep countertops clear. IC has cleaned up the bench top of unused items. | IC | July 21, 2022 | C |
| MCML 230  M-31 | C | Fume hood was last certified in Mar 23, 2021. Schedule to certify. Service is scheduled for July 18, 2022. Fume hood is re-certified. | IC | July 21, 2022 | C |
| MCML 230,230G  M-23 | C | Burnt out LED tube lights. Submit service request. | IC | July 29, 2022 | C |
| MCML 230G  M-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 | Aug 30, 2022 | N |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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| **Recommended items to discuss at JOHSC/LST Meeting**  **UBC Mask Mandate Ending**  In April, UBC announced it was requiring masks to be worn in indoor public spaces until June 30, 2022. This decision was in support of our students, faculty and staff, as we continued to navigate the COVID-19 pandemic and the Omicron variant.  Since that time, public health data has indicated that BC has passed the 6th wave of the pandemic. After consulting with internal stakeholders, and consistent with the position of the BC Provincial Health Officer, the university has made the decision to no longer require masks in public indoor spaces on campus after June 30. Campus Security will be removing mask requirement signage from main entrances of buildings on the Vancouver Campus. [Read the full UBC Broadcast for further information](https://broadcast.ubc.ca/sendy/w/n2024KVT9zf7HmizgswFmA/1vwAFQOMKi9rLhguaaRbxw/yoLT9Yzm2UvzESGHT79rPg).  **Introducing the new Centre for Workplace Accessibility**  The [Centre for Workplace Accessibility](https://hr.ubc.ca/health-and-wellbeing/working-injury-illness-or-disability/centre-workplace-accessibility) (CWA) is a central hub for information, tools, and resources to support faculty and staff with disabilities or ongoing health conditions. Our team of Workplace Accessibility Specialists provide a safe and confidential space to discuss accessibility and accommodation options at UBC. A new centralized Workplace Accommodations Fund, managed by the CWA, helps address financial barriers departments may face when accommodating a faculty or staff member. In addition to individualized support, the CWA seeks partnerships and opportunities to enhance disability inclusion literacy across the UBC community.  Please look out for communication from the Workplace Accessibility Specialists, as they will reach out to JOHSC co-chairs to request the opportunity to present more about the CWA at an upcoming meeting.  **Safety Day Registration**  To secure your spot, please [register here for Safety Day 2022](https://ubc.ca1.qualtrics.com/jfe/form/SV_3jwpMynQQLPq9v0). If you need to cancel your Safety Day registration, you can use the same link. Registration is filling up fast, as we have over half of our 250 spots taken, so register early to ensure you don’t miss Safety Day 2022!  **Informational Items**  **JOHSC Training**  New dates have been released for JOHSC Training Part 2a (July 14th, from 1pm-3pm) and Part 2b (July 18th, from 11am – 1pm). Register [here](https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco) WorkSafeBC Inspection Reports (IR) There were no WorkSafeBC Inspection Reports received since the last co-chair email.    **Sustainability Tips** **Sustainability Fridays: New podcast series from the Sustainability Hub**   This week, the Sustainability Hub dropped their first episode of a new podcast series called F is for Faculty. In each episode, they'll introduce you to what a UBC faculty member is doing to advance sustainability and climate action through research and teaching, and they’ll tell you what they want you to DO with all this new knowledge.    The first episode features Dr. Aaron Boley, Canada Research Chair in Planetary Astronomy, associate professor in the Department of Physics and Astronomy, and co-director of the Outer Space Institute.    [Listen here](https://e1.envoke.com/ct/4785/2607573/777090683/77c7f2bc1c37d1d9ee2a1bc9ce2aa92b) |

| 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. | **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** | **Aug 31, 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. | **IC/AJ** | **July 31, 2022** | **IP** |
| **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. Posters are complete and are posted in MCML.** | **IC/SA** | **July 15, 2022** | **C** |
| **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** | **Jun 30, 2022** | **IP** |
| **140** | **C** | **Antimicrobial copper plate installation at LFS buildings. AJ is in conversation to arrange for timeline for installation.** | **AJ** | **Jun 30, 2022** | **IP** |
| **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** | **C** |
| **142** | **E** | **Glen Healy has left UBC so he will no longer serve on the MCML LST.** | **IC** | **Jun 30, 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** |
| **143** | **C** | **Arrange for re-certification of laminar flow hoods and BSC in the building** | **IC/AJ** | **Aug 31, 2022** | **N** |
| **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.** | **AJ** | **Aug 31, 2022** | **N** |
| **145** |  |  |  |  |  |

| 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/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 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: | Aug 18, 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