# Local Safety Team Meeting Minutes

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| **Name of Team:**  | MCML Local Safety Team | **Chair(s):** | **Andy Jeffries/Imelda Cheung**  |

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| **Date:**  | Sept 15, 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** |
| 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** |
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| Andy Jeffries | MCML | [x]  | [ ]  | [ ]  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
|  |  | [ ]  | [ ]  | [ ]  |

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

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**
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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** |
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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 August: Complete****Inspections for September: MCML 56, 59, 180 (IC/AJ)****Inspections for October: MCML 144/148 (CL)** |
| **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 chemical in the space and tabulate in a google sheet. Lan will take over when she begins next week. | PK/LF/IC | Oct 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 | Sept 30, 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. Work learn has helped to clean up the space and it is not blocking exit routes. This item is considered complete. | CL | Sept 15, 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. AJ will follow up on progress. Still awaiting response – AJ will update. Only a booster fan so things that got drawn up to the vent may come down at the other end of the room. AJ to check for further updates on what’s next step. Dust mask is used in the space and a maximum of 1 hr work in the space have been in placed as risk control measures. Put signage “Hoods not operational – please see Operations for training”. | 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 has already submitted requests to purchase the units. | LF | September 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. 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. This is complete. | IC | September 13, 2022 | C |
| 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. This is complete in 220C. However, for 220D, it is a temporary staging space for Gurcharn’s group and it has been temporarily cleaned. | IC | September 13, 2022 | C |
| 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. The room has been partially cleaned up for use temporarily for Gurcharn. This item can be closed now. | IC | Sept 13, 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. Lan will help to draft the update signage. LF will send Lan 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. Inspection was completed on Sept 13, 2022. | IC | September 13, 2022 | C |
| 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 | Sept 15, 2022 | C |
| MCML 48FD-10  | C | One shelf is not anchored to wall. Submit service request. | LF | Sept 15, 2022 | C |
| MCML 48FD-17 | C | Space is dusty. Submit service request to get space swept/cleaned. | LF | Sept 15, 2022 | C |
| 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 | IP |
| 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 | Sept 15, 2022 | C |
| MCML 180CD-11 | C | Heavy boxes are on upper shelves at risk of falling hazard. Email room occupant to move boxes to lower shelves. The boxes were moved lower so this is complete. | LF/SA | Sept 15, 2022 | C |
| MCML 180DD-8 | C | Plate cover needed to cover exposed wire behind door. Submit service request. | LF | Sept 15, 2022 | C |
| MCML 180FD-3 | B | Light wiring is exposed. Submit a service request to get it covered. | LF | Sept 15, 2022 | C |
| 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. Consult with Andy. | LF | September 30, 2022 | IP |
| MCML 190C/275AD-3 | C | Light panel cover is cracked. Submit request to get replaced. | LF | Sept 15, 2022 | C |
| 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 | Sept 30, 2022 | IP |
| MCML 339D-2 | C | Office space is cluttered that can lead to falling hazard. Email occupant to reduce clutters. | LF | Sept 30, 2022 | IP |
| 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 | Sept 15, 2022 | C |
| MCML 130M-23 | C | 1 light out. Submit service request to get it replaced. | LF | Sept 15, 2022 | C |
| MCML 130M-28 | C | No ergonomic resources posted. Post some posters in the space. | LF | Sept 15, 2022 | C |
| MCML 136M-7/8 | C | Eyewash and emergency shower have not been inspected this year. Check with SRS. Inspection was completed on Sept 13, 2022. | LF | Sept 15, 2022 | C |
| MCML 136CM-16 | C | Heavy items stored up high on shelves, at risk of falling to cause injuries. Review items to determine if they can be move lower or get disposed of. If they must stay, install shelf ledges or ropes or doors. LF will email ZN to initiate work. | ZN/LF | Oct 1, 2022 | N |
| MCML 34M-11,12,13,28 | C | Signage is missing, including SDS information, ergonomics, emergency contacts and no eating/drinking. Post signages. | LF | Sept 15, 2022 | C |
| MCML 34M-19 | C | Missing documentation and records of training needs. Training requirements have been set up in TRMS and user records is up to date. LF also sent an email to follow up. This is complete. | LF | Sept 15, 2022 | C |
| MCML 112M-7/8 | C | Eyewash and emergency shower not inspected yet. Inspection was completed on Sept 13, 2022. | LF | Sept 15, 2022 | C |
| MCML 112M-23 | C | 2 lights burnt out and a light switch in the middle hall does not work. Submit service request to fix. | LF | Sept 15, 2022 | C |
| MCML 102M-7/8 | C | Eyewash and emergency shower not inspected yet. Inspection was completed on Sept 13, 2022. | LF | Sept 15, 2022 | C |
| MCML 120M-7/8 | C | Eyewash and emergency shower not inspected yet. Inspection was completed on Sept 13, 2022. | LF | Sept 15, 2022 | C |
| MCML 120M-28 | C | Ergonomics information is not posted. Post posters. | LF | Sept 15, 2022 | C |
| MCML 118M-7/8 | C | Eyewash and emergency shower not inspected yet. Inspection was completed on Sept 13, 2022. | LF | Oct 1, 2022 | C |
| MCML 118M-23 | C | 10 lights are burnt out. Submit service request. | LF | Sept 15, 2022 | C |
| MCML 302M-7/8 | C | Eyewash and emergency shower not inspected yet. Inspection was completed on Sept 13, 2022. | LF | Oct 1, 2022 | C |
| MCML 302M-23 | C | 8 lights are burnt out. Submit service request. | LF | Sept 15, 2022 | C |
| MCML 308M-23 | C | 2 lights are burnt out in 308B. Submit service request. | LF | Sept 15, 2022 | C |
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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 Registration and Awards**[Registration for Safety Day](https://ubc.ca1.qualtrics.com/jfe/form/SV_3jwpMynQQLPq9v0) will close on Friday September 9, 2022 and there are only 10 spots left.  After this date, if you have any questions, would like to cancel your registration or add your name to the waitlist, please email dustin.szeto@ubc.ca.  If you are unable to attend please, reach out to cancel your registration ASAP so someone else can have your spot.  The deadline to nominate your JOHSC/LST for an award via the [Qualtrics Link](https://ubc.ca1.qualtrics.com/jfe/form/SV_01YfBW0rAtY7y98) is Friday September 2, 2022.**UBC Hospital Urgent Care Hours Change**Starting August 16, UBC Hospital Emergency Department (ED) will temporarily adjust admitting hours and receive patients between 8 a.m. and 8 p.m. The temporary change by two hours will allow staff and physicians to complete their scheduled shifts on time.Those requiring urgent care after 8 p.m. from August 16 onwards should seek treatment at other local sites, including Vancouver General Hospital (VGH) ED, St. Paul's Hospital ED, or, for children and youth, at B.C. Children's Hospital, which is an approximate 15-minute drive within Vancouver.  For the full statement, please visit the [Vancouver Coastal Health website](http://www.vch.ca/about-us/news/temporary-adjustment-to-hours-for-ubc-hospital-emergency-department).**The Chemical Inventory Initiative is launched!**Last month we shared that Chemical Safety Team is launching a new initiative in September to help laboratories manage their inventories and inform an evidence-based approach to Chemical Safety programing moving forward. The Team has begun reaching out to buildings and scheduled the first 2 for mid-September and early October. Want to learn what is involved? Or tune in to the live seminar on **Chemical Inventory Management on September 21st at 2 pm** by accepting the meeting invite attached.For a more personalized session or to sign up your area proactively, contact Research Safety . Upon request, they have been attending JOHSC/LST meetings to give a 5-10 minute introduction and answer questions about the initiative!**Informational Items** **JOHSC Training**New dates have been released for JOHSC Training Part 2a (September 13th, from 1:00pm – 3:00pm) and Part 2b (September 19th, from 10:00am – 12:00pm). Register [here](https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco).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)**
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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. 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. It was discussed that greenhouses should be treated like working in the field, rather than labs so any PPE, sun protection strategies as well as hydration for outdoor work should be considered for working in the greenhouses. There is a need for reassurance that usage of greenhouse lights is safe, or that with specific PPE, risk becomes minimal. | **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. This is complete** | **LF** | **Sept 15, 2022** | **C** |
| **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. The laminar flow hoods in 220 and 230 have been re-certified. The BSC will postpone till renovation is complete in 214. This item can now be closed.** | **IC/AJ** | **Sept 14, 2022** | **C** |
| **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** |
| **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** | **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** |
| **146** | **E** | **Introduce our new work learn student Lan Nguyen. She will assist with different operations and safety initiatives in the faculty in fall/winter terms.** | **IC** | **Sept 15, 2022** | **N** |
| **147** | **C** | **Request for a new day/time for MCML LST meeting. Run poll. The poll shows potential time/day as Monday 1 – 2pm, Friday 11 – 12 pm, Friday 1 – 2pm. We’ll set our MCM LST meeting on Friday at 1 – 2 pm.** | **IC** | **Sept 15, 2022** | **N** |
| **148** | **C** | **Discuss with MB to nominate someone from the Plant Care facilities to either join JOHSC or MCM LST meeting. AJ will reach out.** | **AJ** | **Oct 31, 2022** | **N** |
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| 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** |
| 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 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: | Oct 21, 2022 |
| Time: | 1:00 PM |
| Location | Remotely via Zoom or MCML 139  |

| 1. **MEETING ADJOURNED**
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| --- |
| Time: | 10:35 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