# 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:** | Nov 18, 2022 | **Time:** | 11:00 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** |
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Approve Previous Month’s Minutes? Yes  No

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| See attached incident report:  Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)* | | | | | | |
| (*\* See Legend at end for Priority and Status Codes)* | | | | | | |
| **Item #**  (Use CAIRS Incident ID #) | **Priority** | **Date** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
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| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)** | | | | | | |
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| **Inspections for October: MCML 144/148 (CL)**  **Inspections for November: MCML 22, 26, 34, 48C,D,G,H (AJ/LF), 48, 202 (CL), 214,218 (IC), 320 (LF), 328/332 (JH), Greenhouse and Totem (MB,TS,AJ,LF,IC)**  **Inspections for December: MCML 66 (AJ/IC), 192/194 (IC/LF/AJ)** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| 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. Lan will look up SDSs and the hazard class for each chemical in the space and tabulate in a google sheet. | PK/LF/IC | Oct 31, 2022 | IP |
| MCML 136  M-16 | C | Heavy items stored up high on shelves in 136C may cause injuries if they fall. Review items and condense; if necessary, move to lower shelves or install shelf ledges or ropes. | ZN/LF | 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 | Sept 30, 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. 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”. Protocols have been put in place such that workers in the space will not be exposed to dusts. Andy J will follow up with building ops next month to see if the hoods can be operational. | CL/AJ | Nov 30, 2022 | IP |
| 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 has reached out to Juli Carrillo regarding who should be supervising the space. Some users are reviewing the documents. Some maintenance protocols may be added, such as condensers, filters, etc. LF has added some details and it’s under review with AJ. | LF/IC | Nov 30, 2022 | IP |
| 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. Lan will help to draft the update signage. LF will send Lan the remaining updated signage information. LF has updated them. | LF | Nov 18, 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. This will be postponed to December when first term ends. | IC | Dec 15, 2022 | IP |
| MCML 62,336  D-14 | C | No ergonomic information provided. Post posters in the room. | IC/LN | Nov 18, 2022 | C |
| MCML 180F  D-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 336  D-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/LN | Dec 15, 2022 | IP |
| MCML 339  D-2 | C | Office space is cluttered that can lead to falling hazard. Email occupant to reduce clutters. | LF | Sept 30, 2022 | IP |
| MCML 136C  M-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 | IP |
| MCML 59  A-6 | B | No signage indicating muster location of the facility. Post a sign for proper meeting location during an emergency. | IC | Nov 18, 2022 | C |
| MCML 59  A-7 | C | No BERP available. Post a QR code for access to MCML BERP. | IC | Nov 18, 2022 | C |
| MCML 59  A-8 | B | Fire drill has been postponed due to the many projects occurring in the MCML building. A fire drill will be scheduled in early 2023. | AJ | Feb 28, 2023 | N |
| MCML 59  A-10 | C | No ergonomic resources available. Post some ergonomic posters in the facility. | IC | Nov 18, 2022 | C |
| MCML 59  A-12 | B | Food safe concerns in facility due to general tidiness and sanitation practice. Dirty dishes were observed scattered over the place and knife was seen left on the counter unattended. Open food packaging was left out in unlocked facility overnight. It is recommended that the Agora Café review food safe practice to ensure daily clean-up is performed at the facility with the proper use of sanitizer. Food ingredients and materials should be locked in facilities to avoid chances of contamination and tampering by public. | Agora | Dec 15, 2022 | N |
| MCML 56  H-4 | B | One panel of cage #6 can no longer be closed properly as stacked boxes are tilting and pushing against the panel. Heavy boxes need to be re-positioned to alleviate pressure against the panel. Fix the cage panel so it can be closed. | AJ | Nov 30, 2022 | N |
| MCML 56  H-20 | C | There are increasing clutters of materials outside of the cages. Users of cages should be advised to keep materials in the cages but not in the general access area in the room. IC to email PRSSS and other groups that have materials stored outside of assigned cages. | LFS operations | Dec 15, 2022 | N |
| MCML 56  H-15 | C | Lack of ergonomic resources in space. Post some ergonomic posters in the space. | IC | Nov 18, 2022 | C |
| MCML 56  H-17 | C | Emergency contact information is available but dated. Post the updated version. | IC | Nov 18, 2022 | C |
| MCML 180C  H-15 | C | Lack of ergonomic resources in space. Post some ergonomic posters in the space. | IC | Nov 30, 2022 | N |
| MCML 180C  H-17 | C | Emergency contact information is available but dated. Post the updated version. | IC | Nov 30, 2022 | N |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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| **Recommended items to discuss at JOHSC/LST Meeting**  **Biosafety Protocol Writing Workshop**  On November 16th, The Biosafety team at Safety & Risk Services will be hosting a Biosafety Protocol Writing Workshop. A clear and comprehensive Biosafety permit application will pass through the review process quickly, allowing research funds to be released without delay. A submission that is missing key information or cluttered with unnecessary details may encounter several rounds of provisos to address before research funds are released. This workshop is designed to help protocol writers submit the best possible application for speedy review and approval. Register [here](https://ubc.ca1.qualtrics.com/jfe/form/SV_bPIpLbS96sLCOG2). Please contact the [SRS Biological and Radiation Safety Advisor](mailto:eivemark@mail.ubc.ca) for any questions.  **Noise Awareness**  A new “Noise Awareness” course has been released by UBC SRS. This course is recommended for all supervisors and workers that are at risk of hazardous noise exposure. In British Columbia, the allowable noise limit is 85 dBA, over an eight-hour period, and 140 dBC peak sound. As a general guideline, if you are within 1 meter of another person and need to shout to be heard then the noise level may be high and this course is for you. The Noise Awareness course can be accessed through [WPL](https://wpl.ubc.ca/browse/srs/operational-safety/courses/wpl-srs-na) and more information on noise hazards is available through the [SRS Website](https://srs.ubc.ca/health-safety/occupational-hygiene/occupational-hazards/noise-hazards/) or by contacting the [SRS Occupational Hygiene Advisor](mailto:sonam.uppal@ubc.ca).  **Informational Items**  **Safety Day Feedback Survey Winners** Thank you to everyone who completed the Safety Day Feedback Survey.  We had 120 responses that provided valuable feedback on what was enjoyed and things that could be improved for the future.  As promised, two winners were drawn from respondents and a member of Safety & Risk Services will be reaching out to you for details on claiming your prize.  **Daylight Savings Ends**  A reminder that daylight savings ends on November 6 at 2:00am.  To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:   * Travel with colleagues or friends * Contact the [AMS Safewalk Program](https://www.ams.ubc.ca/support-services/student-services/safewalk/) (operates 8pm-2am) * Contact [Campus Security](https://security.ubc.ca/home/our-services/safewalk/) to accompany you across campus after 2am * Know the location of [UBC Blue Phones](https://security.ubc.ca/home/safety-prevention-resources/emergency-blue-phones/) (download the [UBC Safe App](https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/) for quick access to this) * Use the [Translink Community Shuttle](https://planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/ubc-community-shuttle-routes) * Use main pathways and avoid short cuts * Report malfunctioning/burnt out lights to [Building Operation Service Centre](https://buildingoperations.ubc.ca/) * Dial **911** if you need emergency assistance   **December JOHSC meeting**  The end of the year is slowly approaching.  Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacation and the holiday season.  **JOHSC Training**  New dates have been released for JOHSC Training Part 2a (November 15t, from 12:30pm – 2:30pm) and Part 2b (November 21st, from 10:00am – 12:00pm). 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**  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** | **Nov 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. Pop-up boxes seem more appropriate for other Guides after submission – IC will explore options on this. | **IC/LF** | **Nov 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. AJ will email MB to follow up. | **IC/AJ** | **Nov 30, 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** |
| **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** |
| **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. The current time at 1 -2 pm clashes with a scheduled meeting of a committee member. We’ll move the meeting time to 11am to see if it works better for all.** | **IC** | **Sept 15, 2022** | **C** |
| **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. MB is just back from vacation and is training new personnel in the facilities. MB requests time to get up to speed before providing someone to sit on MCML LST.** | **AJ** | **Jan 31, 2023** | **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** |
| **149** | **C** | **CL suggests Jack from JT’s group as new member for LST. IC will email to invite him to monthly LST meeting starting January 2023. The group also discusses that perhaps someone mainly working in the lab for Gurcharn group will be more suitable to sit on LST. IC will reach out to Samuel to gauge interest.** | **IC** | **Jan 31, 2023** | **N** |
| **150** |  |  |  |  |  |

| 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** |
| 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. 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 – 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: | Jan 13, 2023 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 12:05 pm |

**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