# 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:** | Oct 21, 2022 | **Time:** | 1:00 PM |
| **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 September: MCML 56, 59, 180 (IC/AJ)**  **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)** | | | | | | |
| **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 |
| 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. MB is working on the issue. Totem field inspection will be happening this November so if issues still remain, it will be captured. This item can be closed. | TBA/AJ | Oct 21, 2022 | C |
| 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 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 has already submitted requests to purchase the units. The eyewash has arrived and a SR should be submitted to attach the eyewash in 48A. The other one dedicated to 48B will be temporarily used in 112B. | LF | Oct 21, 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 has reached out to Juli Carrillo regarding who should be supervising the space. Some users are reviewing the documents. | 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 | Nov 30, 2022 | IP |
| 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  D-2 | C | Space is dusty. Submit service request to get floors mopped and cleaned and to get countertops sanitized and wiped. | LF | Oct 21, 2022 | C |
| MCML 62,336  D-14 | C | No ergonomic information provided. Post posters in the room. | IC/LN | Nov 30, 2022 | IP |
| 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 |
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*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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| **Recommended items to discuss at JOHSC/LST Meeting**  **Refusal of Unsafe Work**  The refusal of unsafe work section of the SRS website has been updated to reflect amendments to Part 3 of the Occupational health and Safety (OHS) Regulation. A key provision to the regulation requires that written notice must be given to any worker being asked to perform refused work  In response to this requirement, SRS has created the Employer Investigation Report Form on Refusal of Unsafe Work document. Access the form here and learn more about [Refusal of Unsafe Work](https://srs.ubc.ca/health-safety/safety-programs/personal-safety/refusal-of-unsafe-work/).  **Immediately Reportable Incidents**  Safety & Risk Services (SRS) is responsible to immediately report to WorkSafeBC an incident that:   * Results in serious injury to or the death of a worker; * Involves a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation * Involves the major release of a hazardous substance; * Involves a fire or explosion that had potential for causing serious injury to a worker; * Is an incident required by the regulation to be reported.   If the incident falls within any of the above categories contact Campus Security (604-822-2222) and they will immediately page the on-call SRS resource. SRS will work with you to ensure the incident/accident is reported to WorkSafeBC immediately.  **Latex Gloves** Disposable latex gloves are not appropriate for use in the workplace as they do not provide chemical protection, as well as the potential for causing allergic reactions. It is important to conduct a risk assessment prior to the selection of any gloves in order to determine the type of glove that provides best protection for the tasks being performed or hazards (chemical, biological, and physical). For more information on glove selection, please refer to the appropriate Safety Data Sheet, the Glove Selection Guide attached, or contact [SRS Research Safety.](mailto:research.safety@ubc.ca?subject=Chemical%20Inventory%20Initiative%20-%20Presentation%20request)  **Asbestos management by UBC Safety & Risk Services & Facilities**  UBC has many buildings constructed/renovated during decades when asbestos was a common addition to building materials. The [Asbestos Alert Bulletin](https://usend.ubc.ca/sendy/l/Q9vFP8kOY9f1d892t1LkM8763w/hAj5h99oVeptWTwhuIRCww/eftFq8epwfF1HCrdBX4iMg), which documents the locations of known asbestos materials on campus, has recently been updated. Learn more about the [Asbestos Management Program](https://usend.ubc.ca/sendy/l/Q9vFP8kOY9f1d892t1LkM8763w/64KhZs58TXOLPYpyv0lXyA/eftFq8epwfF1HCrdBX4iMg)  **Informational Items**  **Safety Connect Conference**  Registration is open for the free virtual Safety Connect Conference taking place on October 18-20 daily 9-5 (CT). Register [here](https://register.safeopedia.com/safety-connect-2022).  For those who were unable to attend Safety Day, this is another conference can be used towards a JOHSC member’s entitled 8 hours of annual training.  **LST Training**  New dates have been released for LST Training Part 2a (October 17th, from 11:00am – 12:30pm) and Part 2b (October 19th, from 1:00pm – 2:30pm). Register [here](https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-lst). WorkSafeBC Inspection Reports (IR) There were 3 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** |
| **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. Budget for some cooling fans for 2023 fiscal in preparation for heat waves. This item is now closed.** | **AJ/LF/IC** | **Nov 30, 2022** | **C** |
| **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** | **C** |
| **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.** | **AJ** | **Oct 31, 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** |
| **149** |  |  |  |  |  |

| 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: | Nov 18, 2022 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 2:15 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