# 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:**  | Jan 13, 2023 | **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
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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]  | [ ]  | [ ]  |
| Thorsten Knipfer | MCML | [x]  | [ ]  | [ ]  |
|  | MCML | [x]  | [ ]  | [ ]  |

| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
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| Andy Jeffries | MCML | [ ]  | [x]  | [ ]  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Jack Edgar | MCML | [x]  | [ ]  | [ ]  |
| Samuel Holden | MCML | [x]  | [ ]  | [ ]  |
| Alan Lee | MCML | [x]  | [ ]  | [ ]  |

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 December: MCML 144/148,202 (CL), 66 (AJ/IC), ~~320 (LF)~~, 328/332 (JH)****Inspections for January: MCML 202 (CL),** **Inspections for February: MCML 214,218 (IC), 192/194 (IC/LF/AJ), Greenhouse and Totem (MB,TS,AJ,LF,IC), Ext, Stairwells, General Interior (AJ/LF),** |
| **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. Lan will look up SDSs and the hazard class for each chemical in the space and tabulate in a google sheet. | PK/LF/IC | Apr 30, 2023 | 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. \*combined\* | ZN/LF | Apr 30, 2023 | 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 | Apr 30, 2023 | IP |
| MCML 144/148/48AM-21 | C | Heating and ventilation not adequate in 48A. Inspect and evaluate to see what actions to take. Inquire whether the air quality evaluation will trigger some work on space. We are also investigating the exhaust fan at the same time. AJ will follow up on progress. Still awaiting response – AJ will update. 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. The blower of the hood is broken and we are waiting for someone to come fix it. AJ confirmed that UBC building operations ordered and received the new fan unit and will be coming to fix it in early February. | CL/AJ | Feb 28, 2023 | 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 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 | Feb 28, 2023 | IP |
| MCML 230GM-34 | C | Some chemicals in large containers are being stored in cardboard boxes on the floor. Arrange for proper chemical disposal through HWIS. One batch has been sent off in late May. Another batch will be done in August. This will be postponed to December when first term ends. IC has submitted the solutions to HWIS and is waiting for approval to dispose of the chemicals. | IC | Jan 31, 2023 | IP |
| 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. Service request has been submitted. | LF | Jan 31, 2023 | IP |
| 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/LN | Dec 15, 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 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 | Apr 30, 2023 | IP |
| MCML 59A-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. After discussion, AJ suggests it will be best to schedule for end of term 2 near end of April. We’ll still need to seek for new floor wardens. | AJ | Feb 28, 2023 | IP |
| MCML 59A-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/AJ | Jan 31, 2023 | IP |
| MCML 56H-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 | IP |
| MCML 56H-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 | Jan 31, 2023 | IP |
| MCML 180CH-15 | C | Lack of ergonomic resources in space. Post some ergonomic posters in the space. Complete. | IC | Jan 20, 2023 | C |
| MCML 180CH-17 | C | Emergency contact information is available but dated. Post the updated version.Complete. | IC | Jan 20, 2023 | C |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING**
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| **Recommended items to discuss at JOHSC/LST Meeting** **De-Energization & Lockout**Equipment or machinery must be deenergized and locked out when repair and maintenance work is being done to prevent the equipment and machine from unexpectedly starting.Safety and Risk Services (SRS) has updated the [UBC De-Energization & Lockout Program](https://riskmanagement.sites.olt.ubc.ca/files/2022/11/UBC-De-Energization-and-Lockout-Program.pdf). This document will assist administrative heads of unit, managers, supervisors and workers understand de-energization and lockout requirements for workplaces, increase awareness of hazards associated with equipment operation and maintenance, and help assess risks to workers from hazardous energy so that safe work procedures can be developed. For more information on the UBC De-Energization & Lockout Program please visit the [SRS website](https://srs.ubc.ca/health-safety/safety-programs/safe-work-processes/de-energization-lockout/).**SRS Website Updates**As a part of ongoing review, Safety & Risk Services has updated and created a few new webpages. Notable changes are highlighted below:* **Safe Work Procedure Webpage Update**: More guidance on when written procedures may be required, a more simplified template and a clear review process which includes the role of the JOHSC.  [Full Details on the Website](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/)
* **Investigation for Supervisors Webpage Update:** Clarity on immediately reportable incidents and the role of the supervisor if an incident/accident occurs. [Full Details on the Website](https://srs.ubc.ca/health-safety/safety-programs/accident-incident/investigations-for-supervisors/?utm_source=newsletter&utm_medium=email&utm_campaign=vpfo_sendy)
* **Accident/Incident Reporting (For workers) Webpage Update**: Clarity on immediately reportable incidents and how to respond to and report incidents [Full Details on the Website](https://srs.ubc.ca/health-safety/safety-programs/accident-incident/accidentincident-reporting-for-workers/)
* **Mobile Equipment and ATVs New Webpage:** Outlines the considerations, responsibilities, hazards and controls.  [Full details on the Website](https://srs.ubc.ca/health-safety/safety-programs/transport-equipment-and-vehicle-safety/mobile-equipment-and-atv-safety/)
* **Safeguarding New Webpage:** Outlines the considerations, responsibilities, hazards and controls. [Full details on the website.](https://srs.ubc.ca/health-safety/safety-programs/safe-work-processes/safeguarding/)

**Informational Items** **JOHSC Training**New dates have been released for JOHSC Training Part 2a (January 16th, from 10:00am – 12:00pm) and Part 2b (January 19th, from 1:00pm – 3:00pm). 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)**
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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. IC will talk to Sam about the waste handling and AJ will chase after Gurcharn to complete the permit application. | **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** | **May 31, 2023** | **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. Concern was brought to MB, who will address accordingly. This item is considered complete. | **IC/AJ** | **Jan 20, 2023** | **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 did not receive any updates but will email TECK for information.** | **AJ** | **Jan 31, 2023** | **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** |
| **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 will email MB for a candidate to sit on LST.** | **AJ** | **Jan 31, 2023** | **IP** |
| **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. Jack has agreed to join our LST; Samuel will ask Ishwinder to join our next meeting as she will be the most appropriate person to sit on the committee.** | **IC** | **Jan 31, 2023** | **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** |
| **150** | **E** | **Review 2023 space inspections schedule. Make appropriate adjustments wherever required.** | **IC** | **Jan 31, 2023** | **N** |
| **151** | **E** | **Review 2023 MCML LST Terms of Reference. Edit membership change. Nominate chairs for 2023. TK, JH, SL agree to stay; JE agree to join; SH will invite the new lab manager of Gurcharn’s group to join Feb meeting to officially participate.** | **IC** | **Jan 31, 2023** | **N** |
| **152** | **E** | **Introduce Green Lab Funds (**[Green Labs Fund (ubc.ca)](https://sustain.ubc.ca/get-involved/green-labs-program/green-labs-fund?utm_medium=email&utm_campaign=January-2023-Green-Labs-newsletter&utm_source=Envoke-2---GreenLabs&utm_term=Our-new-Green-Labs-course-is-LIVE%21))**and Workplace Sustainability Fund (**[Workplace Sustainability Fund (ubc.ca)](https://sustain.ubc.ca/get-involved/sustainability-funding-opportunities/workplace-sustainability-fund?utm_medium=email&utm_campaign=Workplace-Sustainability-Fund-&utm_source=Envoke-SC-Dispatch---All-SCs&utm_term=Reminder%3A-Apply-to-Workplace-S)) | **LF** | **Jan 31, 2023** | **N** |
| **153** |  | **MCML 180 C walk in cold room has broken down. It will take some time to fix. Temporary storage is moved to 230A. Installation of whole new cooling system will start end of January.** | **LFS operations** | **Jan 31, 2023** | **N** |
| **154** | **C** | **TK mentioned about a system in his lab that went offline during a short power outage. It is important that these outages are circulated to PIs/lab managers so that they can inspect the sensitive instruments that cannot reboot on its own. IC suggests to compile a list of important equipment from PIs in MCML so Operations will know to notify the PIs/lab manager or to take a look on the instrument in house. Specific time period of outage will be important to determine if experiments need to be re-done. Check with UBC IT/power team.** | **LFS operations** | **Jan 31, 2023** | **N** |
| **155** |  |  |  |  |  |

| 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: | Feb 17, 2023 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139  |

| 1. **MEETING ADJOURNED**
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| Time: | 12:10 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