# Local Safety Team Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Team:** | MCML Local Safety Team | **Chair(s):** | **Andy Jeffries** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | Aug 25, 2023 | **Time:** | 11:00 AM |
| **Location:** | Remotely via Zoom |

**AGENDA:**

|  |  |
| --- | --- |
| 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** | | | | |
| --- | --- | --- | --- | --- |
| **Worker Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Imelda Cheung | MCML |  |  |  |
| Alan Lee | MCML |  |  |  |
| Sylvia Leung | MCML |  |  |  |
| Jimmy (Juli Carillo’s grad student) Kyu Ha | MCML |  |  |  |
| Lewis Fausak | MCML |  |  |  |
| Thorsten Knipfer | MCML |  |  |  |
| Jack Edgar | MCML |  |  |  |
| Peter Kalynyak | MCML/Plant Care |  |  |  |
| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Andy Jeffries | MCML |  |  |  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Samuel Holden | MCML |  |  |  |
| Ishwinder Kamboj | MCML |  |  |  |

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** |
| ID# 130900-130902 | E | March 2023 | Soap in eyes of employee at GH. Will have to follow up with PK. Need safe procedures put in the SOP. SOP has been prepared. | PK | May 31, 2023 | C |
| 131803 | E | August 2023 | A MLWS student tripped at FNH building. Nothing needs to be addressed | - | - | C |

| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Inspections for July: MCML 102, 112, 118, 120 (LF), 192/194 (IC/LF/AJ),**  **Inspections for August: MCML 66 (IC), 130, 136, 180, 302, 308 (LF)**  **Inspections for September: MCML Exterior, Stairwells, General Interior (AJ/LF), 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. The information has been shared with Peter K. PK has asked for help to get it re-organized by hazard class. | PK/LF/IC | Nov 30, 2023 | 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. Service request has been submitted. Space was inspected, AJ met with crew members. AJ to contact SALA to inspect upstairs space. Do not see immediate concern as of now. AJ will investigate further. | AJ | July 31, 2023 | IP |
| MCML 144/148  M-18 | C | Countertops in MCML 148C are cracked and could be a potential danger due to splintering. Repair or replace countertops. SR submitted; will take time for carpenter to schedule. | AJ,AL,JE,LF | July 1, 2023 | IP |
| MCML 144/148  M-18 | C | Fumehood sashes in MCML 148C, 148A and 148G have wood on the airfoil sill, which is porous and could lead to potential contamination. Cover sills with metal plate to reduce risk of chemical contact. | AJ,AL,JE,LF | July 1, 2023 | IP |
| MCML 220, A-C  M-7,8 | B | Eyewash station and emergency shower are not available in this lab due to renovations. The nearest eyewash station and emergency shower is located in MCML 214. However, the eyewash station in MCML 214 was not inspected in 2022. Inform all lab-users of the location of the nearest eye wash station, schedule inspection for the eyewash station located in MCML 214. The eyewash and shower have been inspected but the date was Aug 8, 2022 – a typo? | AJ/IC | Aug 25, 2023 | C |
| MCML 220D  M-46 | C | Biological and sharp waste were left in an unlabelled bin on the ground. Schedule waste clean up. IC has placed the biological waste in the pathological freezer for pick-up. The sharp wastes still need to be tagged by Gurcharn’s lab for proper disposal. IC will show SH to get rid of them. | IK/SH | July 31, 2023 | IP |
| MCML 220D  M-46 | B | Many bottles of peroxide formers are placed in cabinet. Determine whether the chemicals are safe for testing, then follow regular testing schedule of the peroxide formers to determine whether they need to be disposed of. The peroxide test strips have been purchased. | IC | Aug 31, 2023 | IP |
| MCML 240  M-25 | C | Distilled deionized water system is set up on the bench top, on top of a stool. Could be dangerous to reach with risk of falling even with the presence of a ladder. Find an alternative for the system set-up. This will be mitigated once the system is installed in MCML 230 – hopefully in late July. Currently IC has surrounded the area with stools so no one will be near the approximate area unless ddwater is being prepared. | IC | July 31, 2023 | IP |
| MCML 118A  D-3 | C | The light closest to the window and door is not functioning. Submit a request to replace bulb as soon as possible. LF submitted SR. | LF | Aug 31, 2023 | IP |
| MCML 123  D-2 | C | There are two loose tiles which are tripping hazards. Secure tiles to the floor as soon as possible. LF submitted SR. | LF | Aug 31, 2023 | IP |
| MCML 124  D-7 | C | Vent is occasionally very noisy, can be disruptive to students. Schedule check up of the venting system*.* | AJ | Aug 31, 2023 | IP |
| MCML 124  D-11 | C | Microwave is placed on top of the fridge. The base of the microwave is larger the fridge’s, it is not earthquake safe. Relocate microwave. There really isn’t another location for the microwave in the office, any ideas? Remove the cupboard and put fridge on the ground and leave microwave on top. | LF | Aug 31, 2023 | IP |
| MCML 124  D-3 | C | Light located on the left closest to entrance is not functioning. Submit a request to replace bulb as soon as possible. AJ submitted SR. | AJ | Aug 25, 2023 | C |
| MCML 124  D-17 | C | Cover of one drawer of Gurcharn’s desks is detached. Attach cover back on. IC went in and did not notice any detached cover anymore. LF has fixed it. | AJ | Aug 25, 2023 | C |
| MCML 124  D-17 | C | Interior of the microwave is dirty. Clean microwave, schedule regular cleaning. Post up sign on the microwave for regular cleaning. | Users | Aug 31, 2023 | IP |
| MCML 129, 135, 137, 140, 156B,C, 233  D-17 | C | Office chair is old. Find replacement chair. (Also 302B student chairs) | AJ | Aug 31, 2023 | IP |
| MCML 133  D-11 | C | Binders placed too high on top of shelves, not earthquake safe. Remove and relocate binders from shelve immediately. IC has emailed David and Jay to address the issue. | David M/LF | Aug 24, 2023 | C |
| MCML 136D  D-10 | C | Three bookshelves are not secured, two shelves stacked on top of each other (not secured), not earthquake safe. Secure bookshelves, relocate the stacked shelves. Some renovations and reorganization of desks/shelves will be done over August to make space more suitable for graduate student use. | AJ | Aug 31, 2023 | IP |
| MCML 136D  D-17 | C | Office is messy and cluttered. General clean up schedule should be enforced. New signage to enforce tidy and clean space – emoji or anything. Provide cleaner and tools to facilitate clean up. These suggestions apply to all common spaces. Monthly inspection of space rotated by PIs. | AJ | Aug 31, 2023 | IP |
| MCML 136E  D-10 | C | Bookshelf not secured, not earthquake safe. Secure bookshelf as soon as possible. | AJ | Aug 31, 2023 | IP |
| MCML 136E  D-11 | C | Heavy boxes placed on top of unsecured bookshelf, not earthquake safe. Relocate heavy boxes. | AJ | Aug 31, 2023 | IP |
| MCML 137  D-11 | C | Big heavy boxes are placed on top of shelves, not earthquake safe. Remove or relocate boxes. IC emailed ZN to address the issue. | ZN | Aug 24, 2023 | C |
| MCML 148/D  D-3 | C | The light closest to the window is not functioning (In 148). Submit a service request to replace light. AJ submitted SR. | AJ | Aug 25, 2023 | C |
| MCML 156B/C  D-17 | C | Chipped wall painting and holes present. Paint walls and fill holes on wall. This job needs to be waitlisted on paint job priority list. AJ will discuss with occupants. | AJ | Aug 31, 2023 | IP |
| MCML 208/B  D-3 | C | Light closest to door is not functioning (in 208B). Submit a service request to replace light. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 208/B  D-10 | C | Shelves in 208B are not secured. Secure shelves as soon as possible. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 208/B  D-7 | C | Vent is dirty and noisy (208B). Schedule regular check up for ventilation system. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 208/B  D-17 | C | Office is messy (208B). Clean office, regular cleaning schedule should be implemented. The office has been thoroughly tidied up and organized. | AL | Aug 31, 2023 | IP |
| MCML 214C,D  D-11 | C | Heavy box placed up top, not earthquake safe (in 214C). Remove or relocate boxes. IC has emailed room occupant to address the issue. | IK | Aug 24, 2023 | C |
| MCML 221  D-17 | C | Live insects present in a box with an unsecured lid. Relocate box with live insects. IC has emailed YA/SH/LR to address the issue. | YA/SH/LR | Aug 24, 2023 | C |
| MCML 223  D-17 | C | Office user feels cleaning is not done frequently enough, there are spiders by the window area. Check in and revise cleaning schedule. | AJ | Aug 31, 2023 | IP |
| MCML 225  D-4 | C | Blinds are not functioning properly. Schedule regular check up and fix blinds as soon as possible. AJ will go and check. | AJ | Aug 31, 2023 | IP |
| MCML 233  D-11 | C | Heavy items placed up top, not earthquake safe. Remove or relocate heavy items. | AJ | Aug 31, 2023 | IP |
| MCML 237  D-3 | C | Light is too dim; submit a service request to replace bulb. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 214/218  M-1 | B | Most PPEs can be readily found. Since lab uses liquid nitrogen, it is highly recommended to provide cryogenic gloves. Purchase a pair of cryogenic gloves and place it with the liquid nitrogen dewar. | IK/SH | Sept 30, 2023 | N |
| MCML 214/218  M-7/8 | B | Eyewash and shower were last inspected Jun 16, 2021. Immediate inspection is needed for these eyewash and shower stations to ensure they function properly in the event of an emergency. The inspection of these devices were likely missed due to the recent renovation in the space. The eyewash and shower was inspected but dated Aug 8, 2022 – a typo?. | IK/SH | Aug 25, 2023 | C |
| MCML 214/218  M-10 | B | Electrical panels 2G were partially blocked by a table in MCML 218, interfering building operation crew to access these panels. Relocate the table to another location to ensure access to electrical panels are not blocked. IC inspected the area and more items were placed to block the electrical panels completely. | IK/SH | Sept 30, 2023 | N |
| MCML 214/218  M-14 | B | Door signage does not reflect the hazard in the lab. Oxidizers and compressed gases are not used in the lab while biosafety level 1 materials are handled in the lab. Submit the door signage update form to UBC SRS to get this updated. | IC/IK/SH | Sept 30, 2023 | N |
| MCML 214/218  M-16 | C | Small metal shelf in MCML 218 poses risk of tipping over during an earthquake. Anchor shelf to wall or bind it to the heavy wide metal shelf nearby to keep it secured. | AJ | Sept 30, 2023 | N |
| MCML 214/218  M-19 | C | All staff and students complete mandatory training by UBC SRS and LFS. However, a lab specific orientation is missing for specific health and safety coverage in the space. The lab should look at the LFS Lab Guide and adapt it to the lab and consistently provide this orientation to newcomers to the lab. Existing staff and student should go through the Guide and ensure they understand all the information. | IC/IK/SH | Sept 30, 2023 | N |
| MCML 214/218  M-21 | C | The labs are warmer than usual due to the number of fridge/freezer and growth chambers. The lab has installed air conditioning to help cool down the labs. Other options include potentially “disabling the heating” during winter months if possible since the devices likely warm the labs enough. | AJ | Sept 30, 2023 | N |
| MCML 214/218  M-23 | C | One light each in 214B and 214 A are out. Submit service request to get it replaced. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 214/218  M-28 | C | No ergonomic resources; post posters. IC has posted posters in the lab. | IC | Aug 25, 2023 | C |
| MCML 214/218  M-29 | C | Chemical safety manual is not available. Post QR code for easy access to electronic copy. IC has posted QR code in the lab notice board. | IC | Aug 25, 2023 | C |
| MCML 214/218  M-35 | C | Safety data sheets are not readily available in the lab. The Quartzy system is recommended for easy access online for chemical inventory as well as safety data sheets. It is requested that the current excel spreadsheet of chemical inventory be provided to LFS operations such that they can be imported into Quartzy and safety data sheets will be uploaded as attachment and be renewed every 3 years. Chili has updated the chemical inventory and attach the safety data sheets for MCML 214. | IC/CC | Aug 24, 2023 | C |
| MCML 214/218  M-36 | C | Chemical inventory is currently in an excel spreadsheet. Ordering is done by various researchers and it is difficult to keep update of reagents. It is recommended that the research lab centralized the ordering to the lab manager through Quartzy so the lab manager can keep track of ordering and easily keep update of the chemical inventory. IC will arrange to introduce Quartzy to the lab. | IC/IK/SH | Sept 30, 2023 | N |
| MCML 214/218  M-37 | C | Biological safety manual is missing in the lab. Post the QR for easy access to the electronic copy. IC has posted QR code in the lab notice board. | IC | Aug 25, 2023 | C |
| MCML 214/218  M-39 | B | Biosafety permit is not posted in the space. It is noted that the approval process may not have been complete since submission in late March 2023. SH will follow up on the status of the application. Once approved, the biosafety permit must be posted on the BSC. | IC/IK/SH | Aug 30, 2023 | N |
| MCML 214/218  M-40 | C | Many biohazardous wastes are observed in the main lab space. Autoclave, zip-tie and red tag the biohazardous wastes and put them in the chest freezer in the loading bay for pick up. | IK | Sept 30, 2023 | N |
| MCML 170/B  D-3 | C | 12 panels of lights are not working, 3 panels of light in the meeting area (170A) are not working; submit service request to get it replaced. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 180B  D-3 | C | 1 panel of light is not working; submit service request to get it replaced. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 180B  D-10 | C | bookshelf is not secured to the wall, not earthquake safe; submit service request to secure bookshelf. AJ submitted a SR. | AJ | Aug 25, 2023 | C |
| MCML 180C  D-11 | C | heavy box placed on bookshelf, not earth quake safe; email room occupant to move box lower. IC has emailed LD to contact the room occupant to address the issue. | IC/LD | Aug 24, 2023 | C |
| MCML 180F  D-3 | C | light panel cover is missing; submit service request to attach cover. | AJ | Sept 30, 2023 | N |
| MCML 181  D-11 | C | Heavy boxes placed up high; email room occupant to relocate boxes lower. IC has emailed room occupant to address the issue. | IC | Aug 24, 2023 | C |
| MCML 183,185, 275A, 323  D-17 | C | Chair is old; replace chair if funding is available. | AJ | Sept 30, 2023 | N |
| MCML 189  D-11 | C | heavy boxes on bookshelf, not earthquake safe; email occupant to relocate boxes lower. IC has emailed DW to address the issue. | IC | Aug 24, 2023 | C |
| MCML 190D  D-8 | B | electrical port cover is missing, cables are exposed. Wires are poking out from the wall and uncovered. Submit service request to attach electrical port cover as soon as possible. | AJ | Aug 31, 2023 | N |
| MCML 190E  D-3 | C | light casing is cracked; submit service request to replace light casing. | AJ | Sept 30, 2023 | N |
| MCML 191  D-3 | C | 1 light panel is not working; submit service request to replace light. | AJ | Sept 30, 2023 | N |
| MCML 192A  D-12 | C | No emergency contact poster; attach poster. IC has posted emergency contact list. | IC | Aug 25, 2023 | C |
| MCML 192A  D-14 | C | No ergonomic poster available. Post some posters. IC has posted some posters in the room. | IC | Aug 25, 2023 | C |
| MCML 270  D-3 | C | light panel in the hallway is twitching; submit service request to get it fixed. | AJ | Sept 30, 2023 | N |
| MCML 270  D-14 | C | No ergonomic poster available. Post some posters. IC has posted some posters in the room | IC | Aug 25, 2023 | C |
| MCML 293  D-17 | C | baseboard is not attached; glue baseboard back in place | AJ | Sept 30, 2023 | N |
| MCML 293  D-17 | C | the cover of the drawer is not attached; glue cover back in place | AJ | Sept 30, 2023 | N |
| MCML 302B  D-3 | C | 2 light panels closest to bookshelf are not working; submit service request to replace lights. | AJ | Sept 30, 2023 | N |
| MCML 318D  D-10 | C | bookshelf is not secured; submit service request to get it secured. | AJ | Sept 30, 2023 | N |
| MCML 318D  D-17 | C | one of the desk and closet is messy; clear materials and clutter on one of the desks and closet. | IC | Sept 30, 2023 | N |
| MCML 323  D-11 | C | binders and books placed up high on shelf; email room occupant to move those to lower shelf. IC has emailed AR to address the issue. | IC | Aug 24, 2023 | C |
| MCML 325  D-8 | C | Room occupant states that there is only one electrical plug in the entire office and is getting difficult to accommodate all the electronic need for all the modern devices. Look for options to fix this problem. | AJ | Sept 30, 2023 | N |
| MCML 331  D-17 | C | baseboard is unattached; glue baseboard back in place. | AJ | Sept 30, 2023 | N |
| MCML 336  D-2 | C | wire dragged across the floor, tripping hazard; Secure wire such that it will not pop up. | AJ | Sept 30, 2023 | N |
| MCML 339  D-2 | C | Office is cluttered; email room occupant to clean out clutter. IC has emailed RB to address the issue. | IC | Aug 24, 2023 | C |
| MCML 344  D-3 | C | light panel closest to the TV is not working; submit service request to replace light. | AJ | Sept 30, 2023 | N |
| MCML 366  D-3 | C | light switch does not work; submit service request to fix. | AJ | Sept 30, 2023 | N |
|  |  |  |  |  |  |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
| --- |
|  |
| Recommended items to discuss at JOHSC/LST Meeting (August) **Safety Day Agenda and Registration**  The Safety Day Agenda has been finalized and attached.  Registration is filling up fast, with over half of our spots taken, so [register now](https://ubc.ca1.qualtrics.com/jfe/form/SV_3RiOjSdMuvGjjhQ) to ensure you don’t miss Safety Day on October 3rd, 2023! All the information about the day can be found on the [website.](https://safetycommittees.ubc.ca/safety-day-2023/)  **Safety Day Voting for Awards and Registration**  The Safety Day award nominations have closed and we have compiled all of the nominations for this year!  Please click the [voting link](https://ubc.ca1.qualtrics.com/jfe/form/SV_3x8qR4LEi2KAfBk) to review each nomination and vote for 2 JOHSCs and 2 LSTs to win the Safety Achievement Award.  The deadline to vote is Friday September 1, 2023.  Safety Day is more than 2/3 full!  Thank you to those who have already registered.  For those who haven’t, visit the website to find out more about the day and how to register: <https://safetycommittees.ubc.ca/safety-day-2023/>.  **Asbestos Awareness Course Launch**  A new SRS created “**Asbestos Awareness**” course is now online. This course was developed to enhance knowledge about asbestos and its management program on the Point Grey Campus.  The **Asbestos Awareness** course is available through the [WPL](https://wpl.ubc.ca/browse/srs/operational-safety/courses/wpl-srs-asba) platform and further information about the Asbestos Management Program is available on the [SRS Website](https://srs.ubc.ca/health-safety/safety-programs/safe-work-processes/asbestos-management/) .  **Active Wellbeing Toolkit**  Are you interested in fostering a team culture that prioritizes health and wellbeing while enhancing workplace engagement and productivity? UBC’s new Activate Wellbeing Toolkit will help you identify actionable and measurable steps to integrate health and wellbeing into your unit and portfolio strategic planning, contributing to healthier work and learning environments. Learn more at <https://wellbeing.ubc.ca/awt>.  **Weather and Thermal Stress Safety**  UBC has taken steps to plan for extreme heat events. Given the recent high temperatures, we wanted to highlight the resources and information to help you and your loved ones stay cool and safe. The following air-conditioned UBC buildings are open to the public:   * [Irving K. Barber Learning Centre](https://ikblc.ubc.ca/) (Monday-Sunday, 6:00 a.m. to 12:00 a.m.) * [Koerner Library](https://koerner.library.ubc.ca/koerner-library/hours/) (Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Saturday and Sunday, closed)   Visit the [Weather and Thermal Stress Safety page](https://srs.ubc.ca/health-safety/occupational-hygiene/thermal-stress-safety/#Where%20are%20cooling%20centres%20on%20UBC%20Vancouver%20campus?) for the most updated information about UBC’s on-campus cooling centres.  **Informational Items**    **JOHSC and LST Training**  New dates have been released for JOHSC and LST training. You can register for JOHSC training [here](https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco), and LST training [here](https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-lst).   |  |  |  |  | | --- | --- | --- | --- | | **JOHSC Training** | | **LST Training** | | | **Part 2a** | **Part 2b** | **Part 2a** | **Part 2b** | | September 11th  10:00am – 12:00pm | September 13th  1:00pm – 3:00pm | August 16th  11:00am – 12:30pm | August 18th  1:00pm – 2:30pm | | TBD | TBD | TBD | TBD |  WorkSafeBC Inspection Reports (IR) There was 5 WorkSafeBC Inspection Reports received since the July co-chair email and 3 reports since August.  As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection reports and some discussion points to consider.          **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** |
| **155** | **C** | **Chemical Amnesty program and old gas cylinder disposal. The chemical amnesty program has successfully removed many hazardous and dated chemicals from both the MCML and FNH building at no cost to LFS. Further arrangement with SRS will remove dated gas cylinder situated at MCML gas room. AJ will follow up to see if this is a possibility. SRS may have run out of budget. AJ will check.** | **AJ** | **May 31, 2023** | **IP** |
| **159** | **C** | **MCML 214/218 Brar Lab. Space was undergoing renovation at the time of visit so no inspection was performed. It is recommended that a visit be scheduled with SRS to complete the inspection once lab is set up.** | **IK** | **Aug 31, 2023** | **IP** |
| **161** | **C** | **MCML 102/112/120 Chemical Storage. It is recommended that peroxide formers be tested according to required scheduled.**  For more info please see: [chemical-safety-resources](https://srs.ubc.ca/health-safety/research-safety/research-safety-resources-documents/chemical-safety-resources/#What%20ECPs,%20GDLs%20and%20SWPs%20do%20I%20need%20for%20Chemical%20safety). Testing of peroxide formers must be documented on the peroxide former bottles. Each lab should identify the list of peroxide formers in the lab, categorize them by their class below.    Once complete, each peroxide formers must be tested according to this schedule until they are completely consumed. Please check the below document for all peroxide formers: <https://riskmanagement.sites.olt.ubc.ca/files/2023/04/CHEM-SWP-011-Working-Safely-With-Peroxide-Forming-Compounds-PDF.pdf> | **LF** | **Jun 30, 2023** | **IP** |
| **162** | **C** | **MCML 102/112/120 Chemical Storage. It is recommended that compressed gas cylinders be added to the inventory on Quartzy.** | **LF** | **Aug 31, 2023** | **IP** |
| **163** | **C** | **In the compressed gas room, all cylinders must be secured. If needed, SRS can provide custom solutions for small cylinders. AJ said most small cylinders are ready to go so SL can call for them to pick up the empties.** | **AJ** | **Jun 30, 2023** | **IP** |
| **164** | **C** | **Despite hydrogen gas and oxygen gas being stored in separate corners of the compressed gas room, it is highly recommended that they store in separate rooms. Investigate if this can be achieved. AJ will do an inventory of the gas room to see whether some tanks can go.** | **AJ** | **Jun 30, 2023** | **IP** |
| **165** | **C** | **MCML 308 Riseman Lab. It is recommended that chemicals are segregated by hazard classes. This can be combined with the above item.** | **PK** | **Jun 30, 2023** | **IP** |
| **166** | **C** | **MCML 308 Riseman Lab. This lab stores a large variety of oxidizers; they either need to be stored in a secondary container or be in a separate storage area.** | **PK** | **Jun 30, 2023** | **IP** |
| **175** | **C** | **To address concerns for items in MCML 59 and 62, AJ will create a checklist to encompass them and discuss with the Agora team at the beginning of each academic term to ensure the health and safety concerns are addressed and checkout procedures are followed: 1) Floor stains – deep cleaning is needed at the end of each term; 2) Grey water left in the sink and garbage bin not emptied – Agora café and room 62 should be properly cleaned and sanitized every end of day; deep cleaning is needed at end of each term; 3) Produce and any perishable should be disposed of prior to shutting down the Agora Café in March – it’s a serious health and safety concern to leave perishable in these spaces from March till September.** | **AJ** | **Aug 31, 2023** | **IP** |
| **176** | **C** | **Reiterate the importance of PIs to be aware of all the health and safety protocols enforced in the lab. Some examples include safety features in labs, where are chemical inventory located, where are the safety data sheets, what are the emergency protocols and contact numbers, etc. It is important that this information is delivered to all students and staff working in each space so if an external inspection does come through, students, staff and PI will know the information. Circulate this reminder via LFS Today and target all PIs and lab managers in the building.** | **LF/IC** | **Aug 31, 2023** | **IP** |
| **177** | **C** | **Check whether each lab has a site-specific safety orientation in place – Carly and Ishwinder/Samuel.** | **LF/IC** | **Aug 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** |
| **178** | **C** | **Review alarm trigger reports and discuss how to reduce occurrence.** | **AJ** | **Sept 30, 2023** | **N** |
| **179** |  |  |  |  |  |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Sept 22, 2023 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 12:15 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