# 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 17, 2023 | **Time:** | 11:00 AM |
| **Location:** | Remotely via Zoom |

**LAND ACKNOWLEDGMENT:**

I would like to acknowledge that UBC’s Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the Musqueam people. I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.

**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** | | | | |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |
| Samuel H./Ishwinder K. |  |  |  |  |
| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Andy Jeffries | MCML |  |  |  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Melina Biron | Plant Care |  |  |  |

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** |
|  |  |  |  |  |  |  |

| 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 October: 192/194 (IC/LF/AJ), MCML 66 (IC), ~~MCML Exterior, Stairwells, General Interior (AJ/LF),~~ Greenhouse and Totem (MB,TS,AJ,LF,IC) – Dan may be a more appropriate?,**  **Inspections for November: ~~MCML 48A/B ,144/148, 202 (AL),~~ MCML 22,A/B,26,34,48C/D/G/H (AJ/LF); MCML 320 (LF), ~~MCML 328/332/332A (JH)~~**  **Inspections for December: MCML 180E (AJ/IC)** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| 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 will meet with Francois next week to try to get core funded. This goes to the Projects group and it will be sorted under Core but will take long term. | AJ,AL,JE,LF | Nov 17, 2023 | C |
| 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 will meet with Francois next week to get core funded. 148C will be done soon but the other ones are too cluttered to work on. 148G can be cleaned up for the work. | AJ,AL,JE,LF | Nov 17, 2023 | C |
| 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 | Dec 31, 2023 | IP |
| MCML 180F  D-3 | C | light panel cover is missing; submit service request to attach cover. There is no cover to replace because of how dated the design is. | AJ | Sept 30, 2023 | IP |
| MCML 191  D-3 | C | 1 light panel is not working; submit service request to replace light. | AJ | Sept 30, 2023 | IP |
| MCML 270  D-3 | C | light panel in the hallway is twitching; submit service request to get it fixed. | AJ | Sept 30, 2023 | IP |
| MCML 302B  D-3 | C | 2 light panels closest to bookshelf are not working; submit service request to replace lights. | AJ | Sept 30, 2023 | IP |
| MCML 344  D-3 | C | light panel closest to the TV is not working; submit service request to replace light. | AJ | Sept 30, 2023 | IP |
| MCML 366  D-3 | C | light switch does not work; submit service request to fix. | AJ | Sept 30, 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 | Oct 31, 2023 | IP |
| MCML 183,185, 275A, 323  D-17 | C | Chair is old; replace chair if funding is available. 183 occupant is retired; 185 occupant is on sabbatical; 275A is a hallway desk so no replacement; 323 occupant does not go in office frequently so will clarify. This item can be closed. | AJ | Nov 17, 2023 | C |
| MCML 136D,E  D-10,11,17 | C | Three bookshelves are not secured; Heavy boxes placed on top of unsecured bookshelf, not earthquake safe; Office is messy and cluttered. All the items have been combined into one. The office space will be tidied up and transformed into a general soil science student space. LF will schedule meeting with AJ and AB/ZN to discuss steps going forward. 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. Awaiting for last graduate student to complete before major work on the space. Filing cabinet to be moved to make the space safe in the interim. | AJ | Dec 31, 2023 | IP |
| MCML 318D  D-10 | C | bookshelf is not secured; submit service request to get it secured. | AJ | Dec 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 has submitted a service request. | AJ | Nov 17, 2023 | C |
| MCML 233  D-11 | C | Heavy items placed up top, not earthquake safe. Remove or relocate heavy items. AJ will repurpose this room in the next month or so. | AJ | Dec 31, 2023 | IP |
| 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. IC recommends the lab to complete the application of biosafety permit prior to requesting the door signage update. Once complete, IC will assist the lab to submit the door signage update form to UBC SRS to get this updated. | IC/IK/SH | Sept 30, 2023 | IP |
| 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. The space may be repurposed so this will be pushed until after. This item can be closed. | AJ | Nov 17, 2023 | C |
| 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. The specific orientation has been prepared so everyone currently in the lab have to go through that and document properly in a binder with signature, or publish on TRMS per person. SH is going through the orientation every lab meeting. | IC/IK/SH | Sept 30, 2023 | IP |
| 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. SH is facilitating the process by following up on each deficiency. Progress will be updated next meeting. | IC/IK/SH | Aug 30, 2023 | IP |
| 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. It’s a data port but not live, dead low voltage wire. Put a network port cover. | AJ | Nov 30, 2023 | IP |
| MCML 293  D-17 | C | baseboard is not attached; glue baseboard back in place. LF has submitted the request and glued back the cover. | LF | Nov 17, 2023 | C |
| MCML 331  D-17 | C | baseboard is unattached; glue baseboard back in place. LF has submitted the request and glued back the cover. | LF | Nov 17, 2023 | C |
| MCML 293  D-17 | C | the cover of the drawer is not attached; glue cover back in place. LF has glued back the cover. | LF | Nov 17, 2023 | C |
| MCML 336  D-2 | C | wire dragged across the floor, tripping hazard; Secure wire such that it will not pop up. | AJ | Dec 31, 2023 | IP |
| MCML 318D  D-17 | C | one of the desk and closet is messy; clear materials and clutter on one of the desks and closet. This needs to be done when things calm down during semester. LF and IC have cleared the personal belonging of past students in the space. | IC/LF | Nov 10, 2023 | C |
| MCML 308  M-46 | C | Chemicals not segregated by hazard class, this is an ongoing task for the lab manager and LST. 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. | LF | Jan 1, 2024 | IP |
| MCML 48A/B  M-10 | B | Walk space is cluttered and poses safety concerns for tripping. It is recommended that clutters be cleared. AL is helping to move the totes and some totes belong to Andrea F. | AL | Nov 17, 2023 | C |
| MCML 48A/B, 144, 148, 202  M-18 | C | Some countertop space in lab is overly cluttered. It is recommended that unused materials be clear from the countertop and equipment be organized in a more orderly manner. AL will tidy up once sample processing is complete by December 2023. | AL | Nov 17, 2023 | C |
| MCML 144/148  M-16 | C | Shelves used for drying samples are not secured to wall. Submit service request to anchor shelves to wall and then anchor floating shelves to anchored shelves. | AJ/LF | Nov 30, 2023 | N |
| MCML 328/332  M-18 | C | General bench area and space near fume hood are cluttered. Waiting on assembly of parts due to a round of traps for project, after which the bench space will be tidied up. Bins, trays and spare parts are crowding some areas. Return them to the original storage location. The lab is aware and will work on them. | JH | Nov 17, 2023 | C |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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|  |
| Recommended items to discuss at JOHSC/LST Meeting (October) **Safety Day**  Safety Day 2023 was very successful with the largest attendance to date at 276 attendees and terrific in-person support from the UBC Executive and the President.  Thank you to all who attended! As promised, winners will be drawn from survey respondents and a member of Safety & Risk Services will be reaching out to you for details on how to claim your prize.  **Daylight Savings Ends**  A reminder that daylight savings ends on November 5 at 2:00 am. 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 from 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.  **Program and Exposure Control Plan Feedback surveys**  As part of an ongoing commitment to continual improvement, SRS will be launching consultation surveys to facilitate feedback and input from "UBC Community members" on programmatic updates relevant to their roles. In December, the Silica Exposure Control Plan will be shared. JOHSCs and LSTs are encouraged to review and provide feedback, especially if this hazard is of particular concern to workers in their unit.  **JOHSC 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** | | November 20th  10:00am – 12:00pm | November 22nd  1:00pm – 3:00pm | December 4th  10:30am – 12:00pm | December 8th  1:00pm – 2:30pm |  WorkSafeBC Inspection Reports (IR) There were 2 WorkSafeBC Inspection Reports received since the August co-chair email.  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. SRS is still looking for budget.** | **AJ** | **Oct 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. SH confirmed that the space is ready for this. AJ will contact SRS to arrange.** | **IK/SH/AJ** | **Nov 30, 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. JE and LF will go through and update at next meeting.** | **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. SL has called them to pick up.** | **AJ** | **Nov 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. There is no options to store them in separate rooms. This is the best option thus far. AJ suggests we move unused tanks for over 2 years to the front room for pick up.** | **AJ** | **Dec 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. IC has sent in the notice to LFS Today and to all lab managers/PIs.** | **LF/IC** | **Nov 14, 2023** | **C** |
| **178** | **C** | **Review alarm trigger reports and discuss how to reduce occurrence. Perhaps it’s worth circulating a message to remind students, staff and faculty that alarm will be set from 7pm to 7am daily and on weekends and holidays. If they need access during these hours, they must have an established work alone policy and apply for after hours access, including building entrance access and alarm code. The wording of the access request form can be modified to state “access after hours” instead of “working after hours”. Perhaps revisit whether graduate students should automatically receive alarm code to rooms; alarm codes were applied but not provided in some instance, may need a revisit of how these access requests are set up; if you trigger an alarm, please call campus security to notify them of your false alarm or stay until they arrive. A notice has been drafted and posted in LFS Today.** | **AJ/IC/LF** | **Nov 17, 2023** | **C** |
| **179** | **C** | During last JOHSC meeting, it was noted that there was a safety issue due to the fact that a piece of equipment was purchased from another country, and there were no certification marks such as CA, cUL, or cETL associated with the product. If you can please do your best to ensure products are being purchased with these certifications in the future, that would be great. This likely becomes an issue when people purchase from places outside of our typical vendors, such as aliexpress/Alibaba, so it may not apply to every situation. Send a good reminder to people that buy things on their own on LFS Today and Newslettuce. | **LF** | **Nov 17, 2023** | **C** |
| **180** | **C** | A new item was added to re-open the discussion of a LFS Safety Coordinator. The main duties should include: to perform and follow up on safety inspections; to enforce safety rules; to host training sessions so they are consistently provided throughout the faculty; to review recurrent occurrence of deficiencies during inspections so as to target specific training during group meeting. Perhaps a joint position with Forestry. | **AJ** | **Dec 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** |
| **181** | **C** | Each LST member walks around their labs, office area, and maybe ask their lab mates to brainstorm some ideas for improving sustainability in their spaces. Also, if possible, inquire about what their previous workplace did that we could learn from. | **LF** | **Dec 31, 2023** | **N** |
| **182** |  |  |  |  |  |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Jan 19, 2024 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 12:00 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