# 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 20, 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** |
|  |  |  |  |  |

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 September: 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 October: MCML 144/148 (AL)**  **Inspections for November: MCML 22,A/B,26,34,48C/D/G/H (AJ/LF); MCML 48A/B (AL); MCML 202 (AL), MCML 320 (LF), MCML 328/332/332A (JH)** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| 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. This is complete. | AJ | Oct 20, 2023 | C |
| 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. | AJ,AL,JE,LF | Oct 31, 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 will meet with Francois next week to get core funded. | AJ,AL,JE,LF | Oct 31, 2023 | IP |
| 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 | Nov 2, 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 | Oct 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 | Oct 20, 2023 | C |
| MCML 180F  D-3 | C | light panel cover is missing; submit service request to attach cover. | AJ | Sept 30, 2023 | IP |
| MCML 190E  D-3 | C | light casing is cracked; submit service request to replace light casing. They are dated so casing cannot be replaced. Perhaps remove the casing in case pieces fall off over time. | AJ | Oct 20, 2023 | C |
| 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 112  M-23 | C | 2 lights burned out and light switch in the middle hall does not work. Submit a service request. | LF | Oct 20, 2023 | C |
| MCML 302  M-23 | C | 2 Light bulbs need replacement. LF has submitted a service request. | LF | Oct 20, 2023 | C |
| 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 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 | Oct 20, 2023 | C |
| MCML 129, 135, 137, 140, 156B,C, 233  D-17 | C | Office chair is old. Find replacement chair. (Also 302B student chairs). MCML 129 occupant is moving out; 135, 137, 140 are not interested. 156B,C will be taken care by MLWS. 233 is getting repurposed. | AJ | Oct 20, 2023 | C |
| 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. | AJ | Nov 30, 2023 | IP |
| 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 | Aug 31, 2023 | IP |
| MCML 318D  D-10 | C | bookshelf is not secured; submit service request to get it secured. | AJ | Sept 30, 2023 | IP |
| MCML 208/B  D-17 | C | Office is messy (208B). Clean office, regular cleaning schedule should be implemented. The office has been tidied up and organized but some soil samples are currently stored in the space due to busy seasons. The clutter should be clear next month. This is complete. | AL | Oct 20, 2023 | C |
| 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 | Oct 31, 2023 | IP |
| 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 | Oct 31, 2023 | IP |
| 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 | Oct 20, 2023 | C |
| 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. | AJ | Sept 30, 2023 | IP |
| 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 | Nov 30, 2023 | IP |
| MCML 331  D-17 | C | baseboard is unattached; glue baseboard back in place. | LF | Nov 30, 2023 | IP |
| MCML 293  D-17 | C | the cover of the drawer is not attached; glue cover back in place | LF | Nov 30, 2023 | IP |
| 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 | 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. | IC | Dec 31, 2023 | IP |
| MCML 118  M-19 | C | No documentation is present for students working with Andrea Frommel. LF to send information to AF about the need for site specific orientations. While not many students use this space currently, it may be used more heavily in the future. There isn’t equipment in the space so students have been using other PIs’ labs. She is happy to set up the orientation once the space is populated with equipment and personnel. We’ll revisit this for next inspection. | LF/AF | Oct 20, 2023 | C |
| MCML 120  M-19 | C | No documentation is present for students working with JT Cornelis. LF to send information to Jack Edgar (lab manager) about the need for site specific orientations. While not many students use this space currently, it may be used more heavily in the future. JE has prepared a site specific orientation and gone through with the people working in the space. JE will continue to train people in the lab to get up to date. This is complete. | LF/JTC/JE | Oct 20, 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 |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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|  |
| Recommended items to discuss at JOHSC/LST Meeting (October) **Communicable disease prevention**  With the academic year and fall in full swing, it is important to review ways to prevent the spread of communicable diseases. Communicable disease prevention outlines how Public Health, UBC and individuals can work together to prevent the spread of communicable disease. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19, norovirus).  The [Communicable Disease Prevention Framework](https://riskmanagement.sites.olt.ubc.ca/files/2022/04/Communicable-Disease-Prevention-Framework.pdf) is not meant to replace existing customized workplace exposure control plans.  (For more information, please refer to [5.2](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-05-chemical-and-biological-substances) and [6.33 to 6.40](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-06-substance-specific-requirements) of the Occupational Health & Safety Regulation).   * **Mask update:** There is no general requirement to wear a face covering (mask) on UBC Premises. [Starting October 3](https://news.gov.bc.ca/releases/2023HLTH0121-001523),  medical mask wearing will be required by all health-care workers, volunteers, contractors and visitors in patient care areas (including UBC faculty, staff and learners who operate in the mentioned areas) to increase protections in health-care facilities in B.C. For further details, visit the [SRS website](https://srs.ubc.ca/masks).   **Get Ready to Shakeout**  On October 19, 2023, practice how to DROP, COVER and HOLD ON at 10:19 a.m. during the annual [Great BC ShakeOut](https://www.shakeoutbc.ca/). The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops.  **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** | | November 20th  10:00am – 12:00pm | November 22nd  1:00pm – 3:00pm | October 5th  11:00am – 12:30pm | October 6th  1:00pm – 2:30pm |  WorkSafeBC Inspection Reports (IR) There was 1 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.** | **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** |
| **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. This task will be combined with the above item to segregate chemicals by hazard class. This item is closed here.** | **PK** | **Nov 2, 2023** | **C** |
| **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** | **Nov 30, 2023** | **IP** |
| **177** | **C** | **Check whether each lab has a site-specific safety orientation in place – Jack, Carly and Ishwinder/Samuel. Jack has already prepared the lab specific orientation and will ensure proper documentation of the orientation. Sam has prepared the orientation as well but still need everyone in lab to go through and document. Carly is yet to be inquired whether an orientation is provided in the lab. IC has emailed Carly and will report back.** | **LF/IC** | **Oct 20, 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 instances… may need a revisit of how these access requests; if you trigger an alarm, please call campus security to notify them of your false alarm or stay until they arrive.** | **AJ/IC/LF** | **Sept 30, 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** |
| **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** | **Oct 31, 2023** | **N** |
| **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** | **N** |
|  |  |  |  |  |  |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Nov 17, 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