# 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:** | Sept 22, 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 |

| 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** |
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Approve Previous Month’s Minutes? Yes  No

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| See attached incident report:  Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)* | | | | | | |
| (*\* See Legend at end for Priority and Status Codes)* | | | | | | |
| **Item #**  (Use CAIRS Incident ID #) | **Priority** | **Date** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
|  |  |  |  |  |  |  |

| 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 August: MCML 130 (LF), 192/194 (IC/LF/AJ), MCML 66 (IC),**  **Inspections for September: 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)** | | | | | | |
| **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. A more recent inspection item has been tracked below so this item will be closed to combine the two together. | PK/LF/IC | Sept 28, 2023 | C |
| 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 will meet with Francois next week 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 | Oct 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 | Oct 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. The ddwater system has been moved to the newly renovation MCML 230. This item is complete. | IC | Sept 21, 2023 | C |
| 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*.* The vent is fine and this is complete. | AJ | Sept 22, 2023 | C |
| 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. JE has moved the microwave and re-arranged in the room. | LF | Sept 22, 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 | Oct 31, 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. | AJ | Aug 31, 2023 | IP |
| 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 will take this as operations task and this item can be considered closed. | AJ | Sept 22, 2023 | C |
| 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. | AL | Oct 31, 2023 | IP |
| 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 has talked to custodial so this item can be closed. | AJ | Sept 22, 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 | Sept 30, 2023 | IP |
| 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. IC has checked again on Sept 27, 2023 and the items were removed, freeing access to the electrical panels. This is complete. | IK/SH | Sept 27, 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. | IC/IK/SH | Sept 30, 2023 | IP |
| 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. There is little that can be done on this due to the nature of ventilation system in old building so this item is closed. | AJ | Sept 22, 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. Information to use Quartzy has been shared. | IC/IK/SH | Sept 21, 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. 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 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 has worked through most of the wastes and properly disposed of the, | IK | Sept 22, 2023 | C |
| MCML 180F  D-3 | C | light panel cover is missing; submit service request to attach cover. | AJ | Sept 30, 2023 | IP |
| MCML 183,185, 275A, 323  D-17 | C | Chair is old; replace chair if funding is available. | AJ | Sept 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. | AJ | Aug 31, 2023 | IP |
| MCML 190E  D-3 | C | light casing is cracked; submit service request to replace light casing. | 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 293  D-17 | C | baseboard is not attached; glue baseboard back in place | AJ | Sept 30, 2023 | IP |
| MCML 293  D-17 | C | the cover of the drawer is not attached; glue cover back in place | 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 318D  D-10 | C | bookshelf is not secured; submit service request to get it secured. | 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. | IC | Sept 30, 2023 | IP |
| 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. There is little that can be done due to the electrical structure of the old building. | AJ | Sept 22, 2023 | C |
| MCML 331  D-17 | C | baseboard is unattached; glue baseboard back in place. | AJ | Sept 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 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 1, 2023 | N |
| 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. | LF/AF | Nov 1, 2023 | N |
| 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. | LF/JTC/JE | Nov 1, 2023 | N |
| MCML 302  M-23 | C | 2 Light bulbs need replacement. LF has submitted a service request. | LF | Nov 1, 2023 | N |
| MCML 308  M-46 | C | Chemicals not segregated by hazard class, this is an ongoing task for the lab manager and LST. | LF | Jan 1, 2024 | N |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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|  |
| Recommended items to discuss at JOHSC/LST Meeting (August) **Safety Day Registration Closed**  Safety Day Registration is now closed as we’ve reached capacity.  If you want to be added to the waitlist, cancel your registration or have other questions, please email [Shilan.keshvadi@ubc.ca](file:///C:\Users\paulnak9\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\6U45W11D\Shilan.keshvadi@ubc.ca).  An email will be going out next week to everyone who registered to confirm their registration so if we are notified of any cancellations, there will definitely be opportunity to move from the waitlist to being registered for the event.  **UBC Safe Vancouver**  UBC Safe App is the official mobile safety app of UBC Vancouver (Point Grey).  This multi-function app allows you to receive important safety push notifications, safety information, contacts, maps and procedures — all in one place! Download the **UBC Safe Vancouver** **app** and make sure you turn on [push notifications](https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/) to receive timely updates and urgent notifications. The mobile safety app is available for download on the [iOS/Apple Store](https://apps.apple.com/ca/app/ubc-safe-vancouver/id1549251997)for iPhone or [Google Play Store](https://play.google.com/store/apps/details?id=com.cutcom.apparmor.ubcvan) for Android. The UBC Safe App is free and recommended for UBC students, faculty, staff and campus visitors.  **Informational Items**  **Are you prepared for an emergency?**  Emergencies happen, and as UBC students, faculty, and staff, we all have a role to play in emergency preparedness. That’s why it’s important for each and every one of you to have the tools and know-how to respond appropriately. To learn more, please visit the [Ready](https://ready.ubc.ca/are-you-prepared-for-an-emergency-2/) website. WorkSafeBC Inspection Reports (IR) There was 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.** | **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. This item will be marked complete.** | **PK** | **Sept 28, 2023** | **C** |
| **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 has met with Agora and updated the core team of expectations and rules. AJ will keep monitoring the situation.** | **AJ** | **Sept 22, 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** | **Aug 31, 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.** | **LF/IC** | **Oct 31, 2023** | **IP** |
| **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** | **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** |  |  |  |  |  |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Oct 20, 2023 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 12:05 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