

**Chemistry Local Safety Team Meeting Minutes****APPROVED****Name of Team:** Chemistry Local Safety Team**Chair(s):** Derek Gates & Monica Clarkson**Date:** December 15, 2022**Time:** 1:01 pm**Location:** Online Zoom Meeting**AGENDA:**

<ol style="list-style-type: none"> 1. Roll Call 2. Approval of Previous LST Meeting Minutes 3. Additional Agenda Items & Approval of Agenda 4. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 5. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 6. Review Education and Training 7. Ongoing Business – Status of Action Items, Review of Previous Minutes 8. New and Other Business 9. Next Meeting 10. Meeting Adjournment
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1. ROLL CALL

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Button	Chemistry – M&P, Stores Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken MacFarlane	Chemistry - M&P, Director, Finance and Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Mittertreiner	Chemistry - M&P, Director, Technical Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Nadeau	Chemistry – Graduate Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cameron Zheng	Chemistry – Graduate Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Derek Gates	Chemistry – Faculty, Co-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	Chemistry - M&P, Co-Chair & Safety Program Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Resources/Guests	Work Location	Present	Regrets	Absent
Peggy Paduraru	UBC Safety & Risk Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Richard Wambolt	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. APPROVAL OF PREVIOUS LST MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Are the minutes approved? The minutes were approved with no objections.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted? Agenda was approved with an additional item added to New and Other Business.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. 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
129082 /129101	C	Mar 1, 2022 (onset)	Repetitive Motion Injury <ul style="list-style-type: none"> Ergonomics assessment done by Ergonomics Program Lead, Abigail Overduin. New furniture/equipment is being purchased and is currently be tested. LST Comments: <ul style="list-style-type: none"> This item will remain open until testing of the new furniture has been completed. 	KM	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
129490	C	Jun 14, 2022	<p>Undergraduate student tasted or drank their purified reaction product amyl acetate (pentyl ethanoate or banana oil). TA reported. Instructor discussed with student and reported through the student help and discipline processes. Student reported not feeling any adverse effects. They were instructed to drink water and to seek medical help if they felt unwell.</p> <ul style="list-style-type: none">Sept 12/22 – HW sent reminder email regarding follow-up for Corrective Measures; currently waiting for Supervisor to provide additional information for updating Corrective Measures. This has been communicated to WT1 2022 Chem 235 instructor. <p>Actions and Resolutions:</p> <p>(1) Teaching Lab Manuals currently state "Do not Eat or Drink in Lab." Additionally, as part of student preparation prior to attending for labs, students will be instructed to specifically review Safety Data Sheet information for "Hazards".</p> <p>(2) During the introductory teaching lab lecture, instructors will review student responsibilities to follow all required lab safety protocols and outline the consequences for any student who fails to follow required protocols which could result in serious physical injury to themselves or other lab occupants (i.e., student will be reported for non-academic discipline and not permitted back in the lab). This will also be included in the lab manual for the next year. To be updated on the draft which will be ready for print this Summer.</p> <p>(3) Safety Staff to send instructions to instructor and lab technician for emergency response in the event that a student ingests chemicals.</p> <p>LST Comments:</p> <ul style="list-style-type: none">All corrective actions have been completed.	MC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
129681 / 129682	C	Jul 22, 2022	<p>Grad student removed Pasteur pipette with phenylbis(trimethylsilyl)phosphine residues on it from glovebox and discarded it into plastic glass waste bucket with plastic bag liner. The plastic bag liner was ignited by chemical residues that remained in the pipette.</p> <ul style="list-style-type: none">Lengthy discussion regarding glass waste buckets; no recommendations established.DG conducted a straw poll of faculty at the Sep 29 Faculty Meeting. Faculty are in favour of metal glass waste containers. <p>LST Comments:</p> <ul style="list-style-type: none">Still waiting from a response from Building Operations. DG to follow up.	DG	In Progress	IP
			<p>A grad student had set up 20 mL of phosphorus oxychloride being evaporated from a round bottom flask using a vacuum oil pump, being condensed in a trap cooled by acetone and dry ice in a Dewar. Evaporation of the solvent/liquid was normally completed on the benchtop with a rotary evaporator and vacuum pump; and a Schlenk line was used if the substance was difficult to volatilize. The vacuum pump was run overnight. The next morning, the pump was turned off and one of the valves was opened to re-pressurize. The Dewar was removed and the grad student found the chemicals were frozen. The Dewar was kept cold throughout the night. The grad student waited for the trap to warm to room temperature to collect the chemicals to be discarded. After 15 minutes the set-up was checked, the solid was thawed and bubbling was observed with fumes and caustic smell; a large amount of phosphorous oxychloride was escaping from the set-up. The Dewar was re-inserted around the trap and dry ice was added to the Dewar. After 15 minutes the chemicals were re-frozen at which point the trap was removed from the</p>			



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
129868 /129859 /129868	C	Sep 2, 2022	<p>set-up and transferred into the fume hood in a 4 L flask for subsequent quenching. A second grad student who came to assist the first grad student subsequently experienced respiratory irritation and was sent for medical assessment and discharged after 2 hrs.</p> <ul style="list-style-type: none">RW noted that PI had provided article by Carrell and had indicated that this was the procedure followed by student; RW advised that UBC/SRS and WorkSafe would prefer if students actual "working procedure" was provided rather than the article;RW also indicated that it is likely that UBC/SRS and WorkSafe would prefer if a Corrective Measure indicated that going forward this protocol should be undertaken within a fume hood. <p>LST Comments:</p> <ul style="list-style-type: none">All corrective actions have been completed. Dr. Paduraru from UBC SRS, confirmed that the SOP and presentation to the group satisfied the requirements to close off this incident.	DP/KM/MC	Complete	C
130108	C	Oct 7, 2022	<p>Student in teaching lab severed electrical cord while adjusting lab jack down. This resulted in an arc flash and breaker trip. No one was injured. Staff and faculty working on CAIRS report.</p> <p>Actions and Resolutions:</p> <p>(1) Continue to educate both students and Teaching Assistants on the need to ensure electrical cord is not routed through the lab jack. Also remind students and TAs that if additional force is required to lower the lab jack that a check for obstructions must be completed.</p> <p>LST Comments:</p> <ul style="list-style-type: none">All corrective action items have been completed.	KM/BH/MC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
130178	C	Oct 27, 2022	<p>An undergrad student performing an extraction spilled the contents of the separatory funnel on their leg and hands (they were wearing gloves but did not remove them right away and the chemicals seeped through). The starting materials were acetaminophen, 2-butanone, iodoethane and potassium carbonate. The extraction was being performed with DCM and 5% NaOH. The student was brought to the showers and provided with soap, after rinsing the areas that came into contact with the g, they reported no burning and pain. The student was emailed the SDS of all the chemicals aforementioned.</p> <p>Actions and Resolutions: (1) Lab instructor to follow up with the student and review proper techniques on how to do an extraction.</p> <p>LST Comments:</p> <ul style="list-style-type: none">All corrective action items have been completed.	MC/BH/TB	Complete	C
130174 /130175	C	Nov 2, 2022	<p>TA was performing a demo in front of 180 students. TA was wearing a lab coat, goggles, and gloves, as well as a non-medical face mask (not PPE). The demo involved taking pieces of lithium, sodium, and potassium (using tweezers) and transferring the metal into a dish of water. The TA first put a small piece of Li in hexanes and then dabbed it dry using a paper towel. From there, the TA put Li in the water in a Pyrex dish and let that react to completion. The TA then followed the same procedure with sodium: put a piece of sodium into hexanes, dry it with a paper towel, and then put the piece of sodium into the water dish. The piece of metal was put into water with some force, which submerged it and caused it to react more quickly. With the formation of hydrogen gas, the solution splashed, and a small bit landed on the TA's face on their nose. The TA did not indicate that anything was wrong and proceeded to finish the experiment with potassium. After the demo was</p>	LS/BH/ MC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>over, the TA removed the experiment from the lecture hall and informed me (I was the lecturer for that section of CHEM 121) what had happened. I recommended that the TA go straight to Ken to see what needed to happen (after the TA assured me that there was no longer a sting where the drop had hit them). The TA came back an hour later to tell me that they had seen Ken; he recommended that they go to use the eyewash station and rinse their face. The TA went about their day and, as of 6:00 PM, were operating as usual.</p> <p>Actions and Resolutions:</p> <p>(1) It was suggested for a mini blast shield to be used. MC to notify supervisors.</p> <p>(2) The SWP needs to be updated to include missing PPE and equipment such as the use of a face shield/blast shield, to use longer tweezers, and perhaps to use larger glassware (large beaker with taller sides or glass bath) with a lid. The procedure should also include that smaller pieces of sodium should be used in the future. Course instructor to draft and send updated procedures.</p> <p>LST Comments:</p> <ul style="list-style-type: none"> FOS JOHSC suggested to add a blast shield to protect the students from any splashing. MC notified course director with suggestions. All corrective actions have been completed. 			
130216 /130225	C	Nov 8, 2022	<p>Student was preparing an electrochemistry experiment using a cell with a ground glass joint. The student attempted to remove the joint, however the joint broke resulting in sharp edges. Attempts to remove the broken piece resulted in a cut on the students left hand, middle finger. The student got assistance from lab mates, and was provided with a band aid. I was notified and checked with the student who was resting in the lab. The cut was minor</p>	MW/CZ/MC	Complete	C

**4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

			<p>and the bleeding controlled with the Band-Aid. I asked the student if they wanted to go to urgent care, however they declined.</p> <p>Actions and Resolutions:</p> <p>(1) Standard operating procedures should be modified to include that cut proof gloves should be worn when handling broken glass. Once the procedure has been updated, all other lab occupants will be notified. Teflon sleeves are suggested for use in cases where grease is not being used to avoid joints from becoming stuck together.</p> <p>(2) Purchase cut proof gloves before continuing to dismantle the apparatus with the sharp edges.</p> <p>(3) Safety staff to remind worker that UBC requires worker to report all incidents to www.cairs.ubc.ca and to call first aid for any workplace incidents.</p> <p>(4) Remind worker that they must wear all required PPE when working in the lab, including the instrumentation lab.</p> <p>LST Comments:</p> <ul style="list-style-type: none">All corrective actions have been completed.			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
130280	C	Nov 2, 2022	<p>A student was in the process of disassembling the set-up and equipment (stir plate, lab jack, oil bath) they had used to conduct a reaction. The oil bath has a cord that is used to heat up the oil and thus heat up the reaction flask. While lowering the lab jack, the cord of the oil bath got stuck in the lab jack mechanism and was cut accidentally. The cord was plugged in so when the cut happened there was a flash of light, a loud noise, and some smoke was produced. Nobody was injured, but all in the room were startled. This incident was reported to me immediately. After confirming everyone was safe, I approached the student's workstation and proceeded to disconnect the oil bath and remove it from the shelves so it would not be used again. Since then, this equipment has been discontinued from regular equipment circulation.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">(1) Update the online lab manual to include a note about the importance of cord management while using a lab jack.(2) Add discussion point on cord management as part of the orientation slide deck used at the beginning of every term.(3) Update the TA Safety section on Trello to inform other workers about the incident and how to prevent future occurrences. <p>LST Comments:</p> <ul style="list-style-type: none">• All items are in progress. The estimated completion date of all corrective actions are on Dec 22, 2022.	MR/MC	In Progress	IP
130268 /130254	C	Nov 2, 2022	<p>A lecture TA was cleaning up a demo for CHEM 154 that involved mixing barium hydroxide and ammonium chloride together in a shallow glass beaker as an endothermic reaction. The beaker was located</p>	MR/MC	Complete	C

**4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

		<p>on a wood block wetted with water, so as the reactants were mixed, the beaker froze to the wood block. About 10 minutes later, as they picked up the glassware to clean up the reaction, the beaker broke in a clean line across the side, likely due to an invisible fault in the glassware. This cut the back of their hand through their Kimberly Clark purple nitrile glove. They immediately removed the glove, left the lecture hall, and rinsed their hand in the washroom sink for about 10 minutes. After the lecture, they reported the incident to me. The following day, they met with the Safety Officer who instructed them to file a CAIRS report and call first aid. First aid did not think the incident was serious and provided a band-aid. This was a senior TA who was trained and has done this demo many times before.</p> <p>Actions and Resolutions:</p> <p>(1) Procedures for the demo must be updated to include a visual inspection of all glassware.</p> <p>(2) Remind worker about emergency procedures, in the event of an incident, the need to report incidents to UBC First Aid, and to submit an incident report to CAIRS.</p> <p>LST Follow-up Item: It was suggested that procedures should also include instructions on how to handle and dispose of broken glass.</p> <p>LST Comments:</p> <ul style="list-style-type: none">• All corrective action items have been completed.			
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**5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)***Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)*

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI 2020	C	General Inspections: Chemistry Department Public Areas and Offices LST Comments: Inspections for common areas and offices have been completed and uploaded to the FOS JOHSC SharePoint site. Service request for securing all furniture to the walls have been submitted to BO.	KM/MC	Complete	C
Sep 2018	C	Demo Lab Areas <ul style="list-style-type: none"> BH will oversee day-to-day processes KM/HW cleaned-up benchtop areas on Mar 10; sorted out chemicals for disposal on Mar 16 and plan to attend for further clean-up/disposal processing on Mar 25 in the Demo Room Jose has a TA organizing the Demo Kits <ul style="list-style-type: none"> Lab Tech & TA working on Demo Kits Inspection of the demo areas have been completed. All items listed above are on hold or in progress as follow up items. LST Comments: No updates at this time.	BH KM KM	On hold In Progress	IP IP

* *GI- General Inspection**LI - Lab Inspection**S&SI Shops & Services Inspections*

**6. EDUCATION AND TRAINING**

(General discussion, RMS Courses, external training opportunities etc. For all actionable items please list below)

Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
Nov 2022	C	Chemistry - Fire Extinguisher Training; scheduling LST Comments: Two sessions of fire extinguisher training have been scheduled for the afternoon of January 10th.	MC	Complete	C

7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Ongoing		Review/approve previous meeting minutes; MC to post to Department Bulletin Boards & website; and send a copy to the JOHSC	MC	Ongoing	N/A
2020	C	Develop review process for SWPs before being posted onto Safety webpage; <ul style="list-style-type: none"> SWP to have Risk Assessment information incorporated Include resources about compatibility and storage of chemicals LST Comments: No updates at this time.	DG	Ongoing	IP
Dec 2021	C	Earthquake Securing straps for large Dewars; and, Lab installations for Compressed Gas Cylinder tie-downs <ul style="list-style-type: none"> TM advised that Bldg E completed as at Sept 15/22; Due to new equipment installation in C224 they will be install the straps there next; and TM is reviewing Bldg D – Knuckle compile list and that will be next LST Comments: No updates at this time.	TM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Feb 2021	C	LN2 Safety Training – TM working on setting this up as an actual course with a quiz and Certificate <ul style="list-style-type: none">• TM is working on the processes required for this course LST Comments: No updates at this time.	TM	In Progress	IP
Jan 2022	C	BldgOps has implemented an inspection/maintenance review for Backflow Valves <ul style="list-style-type: none">• HW advised that KM was told that carpenters would start work during the week of Aug 29th but no one showed up; KM will follow-up in the next couple weeks; LST Comments: No updates at this time.	KM	In Progress	IP
Oct 2021	C	RCMP BDU attended for removal of peroxide formers DG/KM to draft SWP for monitoring and inspection procedures for peroxide formers; and to prepare recommendations to be submitted to Dept Head for review/response LST Comments: UBC SRS is currently working on an updated SWP for peroxide-forming compounds and will share the documents with Chemistry once complete.	DG/KM/RW	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Mar 2022	C	<p>RW (UBC/SRS) raised concerns regarding volume of Non-Regulated Waste being generated by ChemDept</p> <ul style="list-style-type: none">• DG spoke with specific PI's and reviewed issue at the Faculty Meeting (Mar 24/22) to address this problem• Efforts will be undertaken to reduce waste processed• DG is reviewing ongoing issues and corrective measures with UBC/ESF• Should waste stream poster be posted in labs?• UBC/ESF notified DG (Aug 15/22) that they have made some policy changes, updated the NR Waste Yellow Tags and will continue to monitor this process;<ul style="list-style-type: none">○ DG to review at Faculty Meeting (completed in May 2022).○ HW circulate an email on Aug 23/22 to Chem Dept with the new UBC/ESF NR waste protocol• This concern was discussed at a faculty meeting in May 2022. Currently waiting for a response from UBC ESF. <p>LST Comments: No updates at this time.</p>	DG/MC	Ongoing	IP
	C	<p>Disposable glove recycling program</p> <ul style="list-style-type: none">• KM advised that it is for all types of disposable gloves• KB advised that KM and her attended a tour to see how this program works and review options; they had discussions on how this could be set-up within Chem Dept and are currently looking at cost issues; <p>LST Comments: Vitacore will be used as a recycling program in the near future to help the department to recycle any uncontaminated disposable gloves, which are currently being thrown in the garbage. Chemistry stores will have a location where people can come to drop off any used gloves.</p>	KM/KB	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Nov 2022	C	<p>It was suggested to create short summary of recent incidents that have occurred in our teaching labs and send them to all our teaching faculty and staff.</p> <p>LST Comments: In progress.</p>	MC	In Progress	IP
Nov 2022	C	<p>RW indicated that UBC/SRS has noted issues with Campus Departments not adequately monitoring peroxide forming chemicals; he did acknowledge that Chem Dept was not one of the departments with current issues; SRS is working on an updated SWP for peroxide-forming compounds.</p> <ul style="list-style-type: none"> It was noted that there are peroxide formers that some lab users do not commonly consider think about as peroxide forming chemicals and these types of chemicals should be brought to lab user's attention; DG will review concerns at the Faculty Meeting on Sep 29th; <p>LST Comments: This item can be closed.</p>	RW	Complete	C
Nov 9, 2022	C	<p>Two staff raised concerns regarding the use of dichloromethane in the open lab. One experiment in first year and two experiments (3 lab sessions) in 2nd year.</p> <ul style="list-style-type: none"> First year labs are being moved off of the bench and into the fume hoods going forward. Air changeovers were discussed for each lab. Preliminary calculations were also presented. MC to request for SRS to double check the proposed calculations. MC to send lab procedures for 2nd year lab to RW and Sonam at SRS <p>LST Comments: MC and KM to discuss this concern with the course lab director to see what changes can be made to the experiments that use DCM outside of the fume hood.</p>	KM/MC/DG	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Nov 17, 2022	C	Chemistry LST Member Update and Terms of Reference Review LST Comments: The draft of the Chemistry LST Terms of Reference was approved with no objections.	MC	Complete	C
Nov 2022	E	Chemical Inventory Initiative The Chemical Safety Team is launching a new initiative to help laboratories manage their inventories and enable an increasingly evidence-informed approach to Chemical Safety programming moving forward. The Team will be reaching out to researchers located on Point Grey Campus to review their chemical inventory records and storage locations. SRS has requested for Chemistry to start gathering inventories for the Chemical Inventory Initiative. LST Comments: MC sent RW & PP a list of spaces for chemistry. Next step will be to start collecting inventories.	RW/MC	In Progress	IP

8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Dec 22	E	The Chemistry Building Emergency Response Plan (BERP) was updated recently. Updated copies of the Chemistry BERP is available in the Chemistry Main Office located in CHEM D223 and the Chemistry Safety Office located in CHEM A237.	MC	Complete	C



8. NEW & OTHER BUSINESS																					
Dec 2022	E	SRS Updates	SRS Updates	N/A	N/A																
		Recommended items to discuss at JOHSC/LST Meeting																			
		Annual Seasonal Shutdown and Holiday Tips Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:																			
		<table border="1"> <thead> <tr> <th>Seasonal Shutdown Tips from Sustainability</th> <th>Holiday Tips from Campus Security</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Switching off electronics </td> <td> <ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows </td> </tr> <tr> <td> <ul style="list-style-type: none"> Turning off the lights </td> <td> <ul style="list-style-type: none"> Turning off office lights and electronic equipment </td> </tr> <tr> <td> <ul style="list-style-type: none"> Unplugging small appliances </td> <td> <ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices </td> </tr> <tr> <td> <ul style="list-style-type: none"> Closing windows and blinds </td> <td> <ul style="list-style-type: none"> Closing blinds and curtains </td> </tr> <tr> <td> <ul style="list-style-type: none"> Reporting any air or water leaks </td> <td> <ul style="list-style-type: none"> Locking valuable personal property out of sight or taking it home </td> </tr> <tr> <td> <ul style="list-style-type: none"> Shutting fume hood sashes </td> <td> <ul style="list-style-type: none"> Ensuring all your data devices are encrypted for security </td> </tr> <tr> <td> <ul style="list-style-type: none"> Shutting down non-essential lab equipment </td> <td> <ul style="list-style-type: none"> Protecting your building and office keys at all times to prevent risk to your workspace. </td> </tr> </tbody> </table>				Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	<ul style="list-style-type: none"> Switching off electronics 	<ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows 	<ul style="list-style-type: none"> Turning off the lights 	<ul style="list-style-type: none"> Turning off office lights and electronic equipment 	<ul style="list-style-type: none"> Unplugging small appliances 	<ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices 	<ul style="list-style-type: none"> Closing windows and blinds 	<ul style="list-style-type: none"> Closing blinds and curtains 	<ul style="list-style-type: none"> Reporting any air or water leaks 	<ul style="list-style-type: none"> Locking valuable personal property out of sight or taking it home 	<ul style="list-style-type: none"> Shutting fume hood sashes 	<ul style="list-style-type: none"> Ensuring all your data devices are encrypted for security 	<ul style="list-style-type: none"> Shutting down non-essential lab equipment 	<ul style="list-style-type: none"> Protecting your building and office keys at all times to prevent risk to your workspace.
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Preparing for Extreme Winter Weather at UBC As per the Snow Policy , if UBC is subject to extreme winter weather conditions, the administration may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: https://www.ubc.ca/ in the event of extreme weather.																					



8. NEW & OTHER BUSINESS				
		<p>The Municipal Services team provides ice prevention and snow removal services. Visit the website for see a map that identifies priority roads, sidewalks and pathways when dealing with an ice or snow event.</p> <p>Building Operations' custodial staff work in concert with the municipal services staff to clear and salt the main access to campus buildings, stairs, and external work areas such as loading docks. Priority is focused on main building and accessible entranceways so please use main entranceways during extreme weather. If you see any areas that require the attention of Building Operations, please contact the Service Centre at 604-822-2173.</p> <p>Informational Items</p> <p>LST Training</p> <p>New dates have been released for LST Training Part 2a (December 12th, from 10:00am – 11:30am) and Part 2b (December 15th, from 1:00pm – 2:30pm). Register here.</p> <p>WorkSafeBC Inspection Reports (IR)</p> <p>There was one WorkSafeBC Inspection Reports received since the last co-chair email. As always, the "WSBC IR Summary" attachment provides a brief summary for the inspection report and some discussion points to consider.</p>		



9. NEXT MEETING	
Date:	January 19, 2022
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	1:28 pm

LEGEND

PRIORITY:		STATUS:	
A	High Risk, Immediate Response within 1-2 days: Potential for causing loss of life, body part and/or extensive loss of structure, equipment or material.	N	New
B	Moderate Risk, response as soon as possible within 1 week: Potential for causing a serious injury, illness or property damage.	R	Repeat
C	Low Risk, response as soon as possible; Next regular inspection or further investigation required: Probable potential for causing a non-disabling injury or non-disruptive property damage.	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Send a copy of the meeting minutes 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