

**Chemistry Local Safety Team Meeting Minutes APPROVED**

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates & Monica Clarkson

Date: Dec 21, 2023

Time: 11:02 am

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ken MacFarlane	Chemistry - M&P, Director, Finance and Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mohamad Rezaei	Chemistry - M&P, Director, Technical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tori Christianson	Chemistry – CUPE 2950, Outreach and Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Dever	Chemistry – Shops and Services Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacqueline Higgins	Chemistry – Graduate Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cameron Zheng	Chemistry – Graduate Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Derek Gates	Chemistry – Faculty, Co-Chair	<input type="checkbox"/>	<input checked="" 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
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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted?	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
129681/129682	C	Jul 22, 2022	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. <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. 	DG/MC	In Progress	IP

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

			<ul style="list-style-type: none">• Response from the Waste Management team from Building Operations was received on Dec 19, 2022. They have discontinued the metal pails. If the department would like to purchase and re-stock the metals pails, the Waste Management team would service them as needed. Monica to check if there are still any discontinued pails available for use.• Metal pails are currently still available to UBC Chem and are still being circulated. There is approximately a 50/50 ratio of metal to plastic pails, which are in circulation within the department. After further discussions with UBC Waste Management, they have agreed and confirmed that it is okay for us to label and use the existing metal pails with "UBC CHEM". Once the metal pails have been labelled, the waste management team will be trained to deliver the metal pails to the department. Signage with instructions will be posted in the glass waste room to encourage synthetic lab users to use the metal pails.• Chem Tech Services have provided us with a stencil for this project. Spray painting has started and is in progress. <p>LST Comments: Spray painting is in progress.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
132096/132095	C	Sept 25, 2023	<p>MRSA-PAO1 Cultural Media Spill with Eye Contact</p> <p>It was reported that the supervisor was informed at 1:15 pm about the spill and was told that the student was at the UBC hospital. The supervisor met the student at UBC Hospital at 1:30 pm. According to the student, roughly 10 mL of bacterial culture media with MRSA and PAO1 was spilled with facial and eye contact. The student came to the Emergency Department of UBC Hospital to follow emergency response for eye contact. The supervisor stayed at the Emergency Department until the examination was completed. The doctor confirmed that no infection was observed. However, antibiotic eye drops were prescribed to prevent potential infections.</p> <p>The student confirmed that the spilled area was disinfected following the proper safety protocol. No other personnel were in the lab at the time of the accident.</p> <p>The student was wearing long pants, closed-toe shoes, prescription glasses, but did not have on safety glasses or a lab coat.</p> <p>Added Notes: It was reported that the sample was taken out of the biological services lab into another laboratory that did not have a biosafety permit. The sample was contained in a Falcon tube, which was opened and then closed. The lid of the Falcon tube was not properly secured and the sample was not handled in a biosafety cabinet. The student vortexed the sample. At the same time, the student's phone rang, and while answering their phone, some of the sample splashed out of the tube and splashed on their face and eye.</p>	KM/TC/EP/SE & Biosafety Committee	Completed	C

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

			<p>Actions and Resolutions:</p> <p>(1) The supervisor to advise all group members that no cell phones are allowed when carrying out lab work.</p> <p>(2) The supervisor to advise all group members that safety goggles are required for everyone entering the lab, in addition to the long pants, lab coat and closed-toed shoes.</p> <p>(3) Remind users that live biohazardous materials should not be taken out of biological services.</p> <p>The investigation is in progress and additional corrective actions will be included. It was noted at the Oct 12, 2023 FOS JOHSC meeting that this incident will be reviewed by the university's Biosafety Committee as well as the FOS JOHSC and CHEM LST.</p> <p>Corrective Actions from Biosafety Committee:</p> <p>(4) Obtain a biosafety permit</p> <p>(5) Re-train personnel in PPE use as necessary</p> <p>(6) Prepare SOPs for lab tasks, equipment uses, PPE, emergency procedures, etc. to which personnel will be trained; training to be documented.</p> <p>(7) Provide a gown or lab coat with the Biological Spill Clean Up Kit to reduce personnel reluctance to remove contaminated clothing at the site of a spill.</p> <p>(8) Within 60 days of approval of the Biosafety permit application, the BSO will schedule a lab visit to review SOPs and implementation of training, as well as other documentation required under the HPTR.</p> <p>LST Comments:</p> <p>Items 1, 2 and 3 have been completed. The PI has decided not to continue the work in their space. This incident report is closed.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
132233	C	Oct 20, 2023	<p>Cut with Broken Mercury Thermometer</p> <p>A student was removing a thermometer from a still-head adaptor. The student said it was tight, pulled hard, and broke the thermometer, cutting the student's index finger in the process. The affected area was washed immediately and UBC First Aid was called. It is unknown whether the mercury had contact with the skin or area that was cut. Campus security responded to the first aid call around 10:50am, and escorted the student to the hospital to get tested for heavy metal poisoning, and to see if the wound needs further attention (it has stopped bleeding by the time campus security arrived).</p> <p>There was a drop of mercury, which spilled out of the broken thermometer. The spill was cleaned up immediately.</p> <p>During the investigation it was noted that the thermometer should be removed from the distillation apparatus once it has cooled. When removing the thermometer from the apparatus while it is warm, the thermometers have a tendency of getting stuck at the position of the ground glass joint.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">(1) Lab instructor to check if lab manual has instructions to indicate if the distillation apparatus and thermometer should be cooled before dismantling it.(2) Lab instructor to remind students not to use excessive force when handling glassware(3) Staff to check if alcohol thermometers can effectively replace the mercury thermometers being used in the lab.(4) Provide mercury spill cleanup procedures to lab instructor and lab technician.	MC/CZ/DG	In Progress	IP

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

			<p>(5) Print and place mercury spill cleanup procedures into the existing mercury spill kits. Label the spill kit with appropriate signage</p> <p>(6) Properly dispose of brush that may have been contaminated with mercury.</p> <p>(7) Identify the joint of the distillation apparatus and check to see if any further recommendations are required (ie. Use of grease).</p> <p>LST Comments: Corrective actions items 1 through 6 have been completed. It has been suggested to the instructor to update the lab manual with a note to not use excessive force and to wait for the apparatus to cool down before dismantling the distillation apparatus.</p> <p>It was discussed that if the joints of the still head and the thermometer are ground glass it is recommended to use grease or a Teflon sleeve. Generally, if ground glass joints are heated without grease or a Teflon sleeve, they can fuse together. MC and DG to further investigate. This incident is in progress.</p>			
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**4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

132388/132393	C	Nov 6, 2023	<p>Needle Stick Injury</p> <p>An undergraduate student was transferring anhydrous DMSO from a glove box to a reaction in a fume hood. The solvent was transported using a luer-slip 10 mL syringe with a capped needle (to enclose the solvent). When attempting to remove the needle (20G) and cap (so as dispense the DMSO faster, with less back pressure), the needle was found to be tight and difficult. The student used a lot of effort and, when the cap came loose (without the needle), the student's arm jerked back and a needle stick into their right thumb occurred. No pressure was on the plunger, so no DMSO was actively injected.</p> <p>The student immediately reported the incident to a graduate student, who (with help from other graduate students present) directed the response: (1) washing the injury under running water for 15 min; (2) calling UBC First Aid and 911 when the student started feeling unwell for a brief period and the finger turned purple and felt numb; (3) contacting the principal investigator, and (4) monitoring the injured student. The fire department responded within approximately 7 min. UBC First Aid responded within approximately 10 min. The fire department responders determined that the injured student was stable and their vitals were fine. No ambulance came. UBC First Aid drove the injured student and an accompanying graduate student to UBC hospital. The hospital prescribed antibiotics for the injury and the student was sent home. The student confirmed they made it home safely and returned to school the next day.</p> <p>Actions and Resolutions:</p> <p>(1) Instruct the student on how to deal with a stuck needle.</p>	MC/CZ	Completed	C
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(2) Remind student not to rush procedures.</p> <p>(3) Safety staff to provide research group with additional information on needle/syringe safety and to emphasize that it is highly recommended not to re-cap a needle that has already been unsheathed. Instead a beaker or another suitable container can be used to safely transport the needle and syringe.</p> <p>(4) Safety staff to suggest to group that blunt-ended needles may be used instead of the sharp-ended needles.</p> <p>(5) Safety staff to check with Chem Stores manager if blunt-ended needles are available for purchase.</p> <p>Nov Update: Corrective action items 1 to 3 have been completed.</p> <p>LST Comments: All corrective actions have been completed. Blunt-ended needles are on order. This is closed.</p>			
132495/132488	C	Nov 28, 2023	<p>Minor Needle Stick Injury</p> <p>The student had finished injected 1 mL of triethyl borate with a needle and syringe into a reaction flask and was cleaning up the waste in the fume hood. The used needle accidentally poked the students finger, while they were re-capping the needle with the cap. The student washed their hands with soap and water. Bleeding stopped in a few minutes and a Band-Aid was applied.</p> <p>UBC First Aid was called the next day and they attended to the student worker.</p> <p>Actions and Resolutions:</p> <p>(1) Update/review the needle safety procedures to include a reminder not to re-cap an unsheathed needle.</p>	MC/CZ	Completed	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			(2) Re-train students and workers with the updated needle safety procedures. (3) Notify the student worker of what to do in the event of a minor incident and to call UBC First Aid to report an injury. LST Comments: All corrective actions have been completed.		

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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: In progress.	BH/KM KM	On hold In Progress	IP IP



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Sept 2023	C	<p>Chem D & E Research Labs All research spaces within Chem D & E were inspected in September. This will be the second round of inspections for these spaces. Nov update: 30 % of deficiencies were completed.</p> <p>LST Comments: The second round of inspections were successful. A lot of labs were found to have no deficiencies with respect to the inspection checklist. 90% of the deficiencies have been completed.</p>	MC	In Progress	IP
Nov 2023	C	<p>Chem A Research Labs All research spaces within Chem A were inspected in November. This will be the second round of inspections for these spaces. The second round of inspections were successful. A lot of labs were found to have no deficiencies with respect to the inspection checklist.</p> <p>LST Comments: 80 % of the deficiencies have been completed.</p>	MC	In Progress	IP
Nov 2023	C	<p>Office Inspections All offices in the Chemistry Complex were inspected in the last week of November</p> <p>LST Comments: Thank you to all of you who participated in the inspections. Only minor deficiencies were noted.</p>	MC/TC/KM/NG	In Progress	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
N/A	E	The UBC CHEM Fire Extinguisher training for the new semester has been scheduled for February 7, 2024. Please contact safety@chem.ubc.ca to sign up.	MC	N/A	N/A

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
E	E	Prepare meeting minutes and to post approved minutes to UBC Chemistry Safety website and upload a copy to the FOS JOHSC site.	MC	Ongoing	N/A
2020	C	<p>Develop review process for SWPs before being posted onto Safety webpage;</p> <ul style="list-style-type: none"> • SWP to have Risk Assessment information incorporated • Include resources about compatibility and storage of chemicals • The Chem LST has a student worker available this summer to help draft SWPs for the department. DG to provide a list of priority SWPs that should be drafted. • The student worker has drafted an SWP for handling alkyl lithium compounds, which are in the first stages of development. They will be contacting DG soon for next steps. • It was requested for the student worker to draft an SOP for needle and syringe use. • SOPs are being developed and have been saved on a departmental shared drive. If you are interested in using any of the documents, please email safety@chem.ubc.ca. <p>LST Comments: No updates at this time.</p>	DG	Ongoing	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Dec 2021	C	<p>Earthquake Securing straps for large Dewars; and, Lab installations for Compressed Gas Cylinder tie-downs</p> <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 installing the straps there next; and • TM is reviewing Bldg D – Knuckle compile list and that will be next • A proposal for securing compressed gas cylinders for D240 has been established. If approved, the upgrades will occur by the end of February. • Parts have been ordered for the items remaining in Chem D’s knuckle. • Buildings Chem B and E have been completed. • The outstanding items for Chem D’s knuckle are now completed, which completes the Chem D building. Chem C224 is in progress. The next steps are to start working on Chem A. • Buildings Chem C and D have been completed. Inspections of Chem A have begun and are currently in progress. • Nov 2032 Update, the scope of the project has been re-defined and is in progress. The Mech Shop will continue to work with Building Operations to complete this project. <p>LST Comments:</p>	MR	In Progress	IP
Feb 2021	C	<p>LN2 Safety Training – TM working on setting this up as an actual course with a quiz and certificate</p> <ul style="list-style-type: none"> • TM is working on the processes required for this course <p>LST Comments: This item has been referred forward.</p>	MR	Referred Forward	RF



July 2023	C	<p>PPE Requirements in Chem Stores</p> <p>It was confirmed through UBC SRS that there are no regulatory requirements for wearing PPE in Chem Stores for shopping. Depending on the task being done, staff are required to wear basic PPE and any additional PPE as required. It is recommended that at minimum everyone should wear safety glasses (new suggestion), lab coat (new suggestion), long pants and fully foot encompassing liquid-resistant shoes, especially in areas where solvents/chemicals are located (Solvent Shed & Chemical Room).</p> <p>DG to discuss this at next faculty meeting.</p> <p>It was discussed that while shopping in Chem Stores, customers should wear safety glasses, a lab coat, long pants and fully foot encompassing liquid-resistant shoes. However, this request could be hard for staff to enforce since a lot of customers do not come to buy hazardous materials. Instead, some customers come to buy gloves or pick up non-hazardous items. In addition, there are common areas of Chem Stores where individuals transporting hazardous materials would be in very close proximity to other individuals (staff, visitors, other customers, etc.). In these cases, it would be recommended that everyone should wear all the suggested PPE, rather than trying to decipher if an individual has come to pick up a hazardous material or not. Also, in the event of a hazardous spill or incident, individuals would have a barrier of protection.</p> <p>Aug 2023 Update: In addition to the current requirements of wearing closed-toed shoes and long pants, anyone entering Chem Stores will be required to wear eye protection effective immediately. Spare safety glasses will be provided. An email will be sent to notify the department. An audit to assess PPE requirements for all service areas are in progress.</p> <p>Oct 2023 Update: This was discussed at the faculty meeting on Sept 28, 2023. Majority of the faculty support wearing full PPE use while shopping in Chem Stores. A subcommittee will be formed and discussions will be continued offline.</p> <p>LST Comments: No updates at this time.</p>	N/A	N/A	IP
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7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
July 2023		<p>Earbuds and headphone Use</p> <p>There was an incident on campus where an individual was calling for help for over 8 minutes. Unfortunately, the other individuals in the lab could not hear the call for help because they were wearing headphones/earbuds that restricted them for hearing anything else. The individual was very distressed at the time. At UBC Chem, depending on the supervisor, there are both the “no earbud/headphones policy” or the “only one earbud policy”. Wearing headphones or both earbuds at a time are not allowed. The Chem LST will review this policy.</p> <p>DG to discuss this at the next faculty meeting.</p> <p>Oct 2023 Update: This item was discussed at the faculty meeting on Sept 28, 2023. A subcommittee will be formed and discussions will be continued offline. It was suggested that we involve the CGSS for their perspective.</p> <p>LST Comments: No updates at this time.</p>	N/A	N/A	IP
Oct 2023	C	<p>Diethyl Ether Use</p> <p>Chem LST to assess if there are any exposure concerns for using diethyl ether in closed vessels on the bench top of the teaching labs.</p> <p>LST Comments: No updates at this time.</p>	MC/DG	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
N/A	E	<p>CHEM LST Member Updates and Concerns</p> <p>Are there any safety concerns or updates that were not discussed?</p> <p>LST Comments:</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		<p>Derek Monica – The CHEM Facilities Team sent out a notice to the department about safety and security reminders for the winter break. Ken Mohamad Karen Guillaume Ben Tori Patrick Cameron Jacqueline Rich/SRS</p>			
N/A	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Silica Exposure Control Plan (ECP) Feedback Prior to the publication of the Silica Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete this Qualtrics survey by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey.</p> <p>Lead Exposure Control Plan and Training Course Exciting News! SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training course. This ECP and the associated training is intended specifically for supervisors, workers, and students who are likely to come into contact with lead or lead containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures.</p> <p>Preparing for Extreme Winter Weather at UBC</p>	SRS Updates	N/A	N/A



8. NEW & OTHER BUSINESS

As per the [Snow Policy](#), if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate 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.

Facilities' Municipal Services and Custodial Service teams provides [ice prevention and snow removal services](#) on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the [Facilities Service Centre](#) at 604-822-2173.

On November 28th, the leaders from Municipal and Custodial Services conducted a virtual session to share their managing winter weather approach. For those who were unable to attend, the slide deck has been attached to this email.

Informational Items

Annual Seasonal Shutdown and Holiday Tips

Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:

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



8. NEW & OTHER BUSINESS					
		<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. 		
		<p>LST Training Resister here for LST Training.</p> <p>WorkSafeBC Inspection Reports (IR)</p> <p>There were two 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> <p>1) NOVEMBER 3, 2023 – IR #202316973116A</p> <ul style="list-style-type: none"> • Description: ○ This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on August 8, 2023 when a worker received an electrical shock from an arc discharge while working with a high-voltage machine. <ul style="list-style-type: none"> ○ There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: ○ Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. 			



8. NEW & OTHER BUSINESS				
		<p>2) NOVEMBER 14, 2023 – IR #202316973122A</p> <ul style="list-style-type: none">• Description: ○ On November 10, 2023, a worker sustained an injury after falling while going up the stairs, received first aid on the scene, and was then transported to a hospital for medical treatment.<ul style="list-style-type: none">○ There were zero (0) orders issued to the University.• JOHSC/LST General Learnings/Discussion Points: ○ As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.<ul style="list-style-type: none">○ More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the SRS Website.○ Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act○ Reminder that incident investigations require a site visit that must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.		



9. NEXT MEETING	
Date:	Jan 18, 2024
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:12 am

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