



## Chemistry Local Safety Team Meeting Minutes **APPROVED**

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates &amp; Monica Clarkson

Date: August 15, 2024

Time: 11:00 am

Location: Online Zoom Meeting

**AGENDA:**

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

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input checked="" type="checkbox"/>	<input 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"/>
Mohamad Rezaei	Chemistry - M&P, Director, Technical Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tori Christianson	Chemistry – CUPE 2950, Outreach and Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Sedgwick	Chemistry – Shops and Services Tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline Higgins	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
Richard Wambolt	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glenn Sammis	FOS JOHSC & University Chemical Safety Committee	<input type="checkbox"/>	<input checked="" 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? An additional CAIRS incident was added.	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	<p><b>CHEM Glass Waste</b>            Previous discussions and notes can be found at <a href="https://chem.ubc.ca/safety/chemlst">https://chem.ubc.ca/safety/chemlst</a> within the January 18, 2024 CHEM LST minutes.            UBC Waste Management Services is in agreement with the department to allow for the metal glass waste pails to be labelled with spray paint. Labelling the pails will help UBC Waste Management workers to identify and deliver the marked "UBC CHEM" metal pails to CHEM. Several of the</p>	DG/MC	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>metal pails have already been labelled and is still in progress.</p> <p>Mar 2024 - It was noted that the CHEM LST has had a lack of support from UBC Waste Management Services. This item has been flagged to be discussed at the FOS JOHSC.</p> <p><b>LST Comments:</b> No updates at this time.</p>			
132248	C	Oct 20, 2023	<p><b>Cut with Broken Mercury Thermometer</b></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). 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><b>Actions and Resolutions:</b></p> <p>(1) Lab instructor to check if lab manual has instructions to indicate if the distillation apparatus and thermometer should be cooled before dismantling it.</p> <p>(2) Lab instructor to remind students not to use excessive force when handling glassware</p>	MC/CZ/DG	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(3) Staff to check if alcohol thermometers can effectively replace the mercury thermometers being used in the lab.</p> <p>(4) Provide mercury spill cleanup procedures to lab instructor and lab technician.</p> <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> <ul style="list-style-type: none"><li>• 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.</li><li>• 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 may fuse together. MC and DG to further investigate.</li><li>• Corrective actions items 1 through 6 have been completed. Item 7 is in progress. The CHEM LST will be working with lab directors to recommend greasing the ground glass joints.</li></ul> <p><b>LST Comments:</b> Lab directors were notified of the LST's recommendation to use grease for ground glass joints.</p>			
134557/134569	C	June 6, 2024	<p><b>Acetone Fire</b> Acetone from the Dewar flask bubbled over when more dry ice was added to the acetone. This bubbled onto a standard temp block set at 95 deg Celsius. This then caught fire and a</p>	MC/JH	In Progress	IP

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

		<p>worksheet and paper towel that were nearby, and which had absorbed the acetone also caught fire.</p> <p>Another student noticed the fire and informed everyone in the lab and told everyone to evacuate. The student who had loaded the dry ice into the acetone bath along with the second student who had noticed the fire extinguished the fire with the 2.5 lbs. ABC powder fire extinguisher. This use of extinguisher successfully put out the fire. After the fire was successfully extinguished, the students then unplugged all the electronics and opened the window before evacuating the personnel into the hallway. Since the fire was extinguished, the fire alarm was not activated. Students called the Chem Safety Officer, who told us to report the incident to Campus Security. Then they called Campus Security to report the incident and the other colleagues called the principal investigator. No one was injured.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) We're investigating the cause of a possible arc and we've relocated the temp block equipment away from the vicinity of the acetone Dewar.</p> <p>(2) Incident will be discussed with the group and all members of the group will be asked to assess if their work spaces and materials are at risk of brining flammables in contact with heat sources or other electrical equipment that has the potential for arcing.</p> <p>(3) Assess emergency egress for A352.</p> <p>(4) Safety staff to send an email to request PI to remind everyone to keep the windows closed at all times.</p> <p><b>LST Comments:</b></p> <p>In progress. Items 1, 2 and 4 have been completed.</p>			
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**4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

134743/134739	C	July 11, 2024	<p><b>Contact with Hydrogen Peroxide</b></p> <p>On July 8, 2024, a visiting non-paid PhD student in my group, was conducting an experiment with five different commercially available essential oils. They transferred the oils into Eppendorf vials and wrapped them in a brown paper towel. They placed the wrapped vials into a beaker, which they then stored in the refrigerator overnight. On the morning of July 9, 2024, they retrieved the beaker from the refrigerator and brought it to the gas chromatography (GC) lab. Upon touching the beaker/ brown paper towel, experienced skin irritation on their left thumb, which turned white. They washed their left hand thoroughly with soap and water multiple times, and the skin irritation and white discoloration disappeared. Later, upon inspecting the refrigerator, they found a bottle of hydrogen peroxide on the shelf above where the beaker was stored. The bottle was leaking, and they observed spilled liquid on the shelf where they had stored my beaker. This indicates that the beaker was in contact with the spilled 30% solution of hydrogen peroxide, which likely caused the skin irritation when they touched it.</p> <p>Immediate Actions Taken: They immediately washed their left hand thoroughly with soap and water multiple times for 30 mins, the skin irritation and the white discoloration on the thumb disappeared after washing. The leaky hydrogen peroxide bottle from refrigerator has been removed and disposed and refrigerator has been inspected for additional spills and/or leaks. Spilled hydrogen peroxide was cleaned using appropriate safety protocols. SOP for manipulating samples in the fridge has been updated. UBC first aid was called and consulted.</p>	MC/CZ	C	Complete
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**4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

		<p><b>Root cause:</b> Procedures not followed. 30% hydrogen peroxide bottle was incorrectly stored and the student was not wearing gloves.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>(1) Remind group to always use gloves and PPE when manipulating anything from the fridge (including snow samples).</li><li>(2) Remind everyone that hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>) should only be stored in the original bottle and to label all chemicals appropriately.</li><li>(3) Remind everyone H<sub>2</sub>O<sub>2</sub> plastic bottles should be on located on the bottom shelves.</li><li>(4) Notify everyone that they should never use paper towel in the chemical fridge which can absorb fumes and or other chemicals.</li><li>(5) Remind visiting student that PPE is required at all times when working in the lab. For this task the required PPE is safety glasses, lab coat, closed-toed shoes, gloves, and long pants.</li><li>(6) Send PI emergency response procedures and emphasize that UBC First Aid must be called for all incidents.</li><li>(7) Update procedures and post on the fridge.</li><li>(8) Secondary containment is recommended for hydrogen peroxide storage. MC staff to notify PI.</li><li>(9) Notify PI that hydrogen peroxide can degrade if not stored in the fridge. In addition, request for PI to confirm if the bottle is labelled appropriately.</li></ol> <p><b>LST Comments:</b></p> <p>All corrective action items have been completed. The FOS JOHSC recommended that the group review the compatibility of the hazardous materials for storage in the fridge.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
134768/134764 134784/134786	C	July 11, 2024	<p><b>THF Splash</b></p> <p>A Ph.D. student was demonstrating the use of our solvent purification system (SPS) to a new postdoctoral researcher. The individuals were following step-by-step written procedures that were posted and available on the SPS. The individual involved was wearing long pants, closed-toed shoes, safety glasses, and nitrile gloves. When attempting to dispense tetrahydrofuran into a Straus flask, the system over pressurized and sprayed solvent (approx. 100 mL) on the floor and onto the researchers, including some on their faces. The solvent did not get into their eyes. We suspect that this occurred due to the unusually hot weather in Vancouver and the lack of air conditioning in the Chemistry building, causing higher than normal pressure in the system. The researchers then used the eyewash station to flush their eyes and skin, as indicated in the SDS, but there was no injury. The student contacted their supervisor (myself) and UBC Chemistry safety to report the incident.</p> <p>UBC First Aid was contacted the next day.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) It is recommended to wear a face shield when dispensing solvents from the SPS when the temperature is high. Add this requirement to the existing procedures and train all workers and students of the additional PPE requirement.</p> <p>(2) Send emergency response procedures to PI and highlight that UBC First Aid must be called in the event of chemical exposure.</p> <p>(3) Request for PI to remind students and workers that the minimum requirement to enter a CHEM lab is to wear a lab coat, long pants, closed-toed shoes, safety glasses, and</p>	MC/CZ/JH	C	Complete



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>nitrile gloves. In this incident a lab coat was not worn. The student was aware of the requirement but did not wear it at the time.</p> <p>(4) It is recommended to check the flow rate of the nitrogen is at the correct setting.</p> <p>(5) It is recommended to check if appropriate vacuum pressure is being achieved.</p> <p>(6) It is recommended to change the oil of the vacuum pump at minimum once a month.</p> <p><b>LST Comments:</b> It was noted that it is unlikely that the root cause was due to an approximate room temperature of 24 degree Celsius. The CAIRS report has been updated with a note. In addition, the FOS JOHSC is in agreement with the assessment. The SPS will not be used until a thorough check has been completed by the PI. The maintenance of the SPS and the procedures have been checked and it is working again. All corrective action items have been completed.</p>			
134771/134769	C	July 12, 2024	<p><b>Cart Struck Against NMR Magnet</b> A worker was asked by another staff member to place ice cream (for department event) into a freezer located inside the NMR lab. The ice cream was brought to the lab using a borrowed cart from CHEM Stores, which contained materials with magnetic properties.</p> <p>A technician was using a cart around the magnet area (500MHz NMR magnet) without realizing there are some magnetic parts in the cart. The cart was pulled to the bottom of the magnet by the force of magnetic attraction. Our engineers have helped to detach the cart from the magnet afterwards. The cart hit the probe, shim stack and</p>	MR/MC/ JS/KM	IP	In Progress

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

			<p>BST. We do not know if there are any damages yet. What we do know is one cable is damaged.</p> <p>I was using a cart (metallic, mostly aluminum but some iron probably) to transfer some items in a freezer located on the southeastern corner of the lab. The cart was placed at around 0.5-1 meter away from the spectrometer when I left it to retrieve the items from the freezer. While emptying the freezer I noticed the cart slowly glide toward the spectrometer and accelerated and eventually flew up and got stuck to the bottom of the instrument, near the probe, due to the strong magnetic field. I panicked for a moment and tried to dislodge the cart myself, but did not succeed. I then went to the mechanical shop to ask for the help of a colleague there, and two colleagues arrived and inspected the situation, pointing out that a cord was partially damaged by the pressure between the cart and the probe. They were hesitant to dislodge the cart since they did not wish to damage the magnet and spectrometer further. I texted my manager who was working remotely, and they got in contact with two other colleagues in electronic shop who collaborate with us often. the colleagues from electronic shop arrived and spoke to my manager on the phone, and they decided the damage of spectrometer was probably not the most severe, given the magnet did not quench upon the collision. They decided that they would try to dislodge the cart carefully with some aluminum bars which do not attract to magnets.</p> <p><b>Root cause:</b> Procedures not followed; magnetic materials were used in the vicinity of an unshielded 500MHz NMR.</p> <p><b>Actions and Resolutions:</b></p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(1) Provide non-magnetic cart available to the NMR labs and train all workers that magnetic carts cannot be used inside the Gauss exclusion zone.</p> <p>(2) Review and/or provide working alone procedures.</p> <p>(3) Review safety rules and emergency response for the NMR lab, with respect to magnet safety and emergency response for magnet quenches. Once procedures have been updated, train and provide procedures to everyone, including staff who service the NMR.</p> <p>(4) Remind all workers that chemical freezers and chemical fridge cannot be used for food storage, and to post “no food and/or drink storage” signage to freezer. It is also required to identify what type of hazardous materials (flammables, non-flammables, etc.) are being stored in the freezer, so please label appropriately.</p> <p>(5) Remind everyone that at minimum safety glasses, closed-toed shoes, and long pants are required when entering the NMR lab.</p> <p>(6) Audit existing equipment (step stools) and tools located in the NMR lab to ensure they contain NO magnetic materials/properties.</p> <p>(7) Remind and train workers not to stand on chairs and not to use chairs as step stools. Please provide an appropriate step stool for all workers.</p> <p>(8) All of the corrective actions above should be added to the NMR safety rules.</p> <p>(9) Safety staff to remind staff that all near misses must be reported to <a href="http://www.cairs.ubc.ca">www.cairs.ubc.ca</a>.</p> <p>(10) Assess if freezer needs to be in the space.</p> <p><b>LST Comments:</b> In Progress.</p>			
134941/134943	C	Aug 12, 2024	<b>Finger Cut</b>	MC/JS	IP	In Progress

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

		<p>Employee was cutting through a thick plastic tube with scissors. The scissors slipped and there was a cut to the left hand, index finger, by the scissors. Employee used gauze from the First Aid Box to try and stop the bleeding. He put pressure on the wound for 5 minutes (used compression) and then went to ER to receive medical treatment.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) Ensure that employees use appropriate tools designed for cutting thick plastic tubes, such as specialized tube cutters or utility knives, instead of scissors.</p> <p>(2) Train employees on the correct use of cutting tools and safety procedures.</p> <p>(3) Safety staff to send emergency response to group. Lab safety representative to discuss this at the next group meeting and remind everyone that UBC First Aid must be called in the event of an injury.</p> <p>(4) Provide cut proof gloves for the lab.</p> <p>(5) Check to see what type and size of tubing was being used.</p> <p><b>LST Comments:</b> In Progress.</p>			
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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
Sep 2018	C	<p><b>Demo Lab Areas</b></p> <ul style="list-style-type: none"> <li>BH will oversee day-to-day processes</li> <li>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</li> <li>Jose has a TA organizing the Demo Kits               <ul style="list-style-type: none"> <li>Lab Tech &amp; TA working on Demo Kits</li> </ul> </li> <li>Inspection of the demo areas have been completed. All items listed above are on hold or in progress as follow up items.</li> </ul> <p><b>LST Comments:</b> In progress.</p>	BH/KM  KM	On hold  In Progress	IP  IP
Feb 2024		<p><b>CHEM Shops &amp; Services</b></p> <p>The remaining shops (CHEM D116/118) and services (CHEM D315) areas were recently inspected in February. Only one deficiency was noted. Mar 2024: No updates Apr 2024: No updates</p> <p><b>LST Comments:</b> Chemical inventory is in progress.</p>	MR/TC	In Progress	IP
May 2024		<p><b>CHEM A Research Labs</b></p> <p>Many of the research labs in CHEM A were inspected in May.</p> <p><b>LST Comments:</b> All major deficiencies have been completed. Only minor items are in progress, such as uploading chemical inventories to the CIDB.</p>	MC	In Progress	IP
June/July 2024		<p><b>CHEM D &amp; E Research Labs</b></p> <p>All of the research labs in CHEM D &amp; E were inspected in June and July.</p> <p><b>LST Comments:</b> In progress.</p>	MC	In Progress	IP

\* GI- General Inspection

**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	<b>UBC CHEM Fire Extinguisher Training</b> Please contact <a href="mailto:safety@chem.ubc.ca">safety@chem.ubc.ca</a> 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	<b>CHEM LST Safety Minutes</b> Prepare meeting minutes, post approved minutes to the Chemistry website, and upload a copy to the FOS JOHSC SharePoint site.	MC	Ongoing	N/A
2020	C	<b>Development of Departmental SWPs</b> <a href="https://chem.ubc.ca/safety/chemlst">Previous discussions and notes can be found at https://chem.ubc.ca/safety/chemlst</a> within the January 18, 2024 CHEM LST minutes. <b>LST Comments:</b> Referred Forward.	DG	Referred Forward	N/A



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Dec 2021	C	<p><b>Earthquake Securing Straps for Large Dewars and Compressed Gas Cylinders</b>            Previous discussions and notes can be found at <a href="https://chem.ubc.ca/safety/chemlst">https://chem.ubc.ca/safety/chemlst</a> within the January 18, 2024 CHEM LST minutes.</p> <ul style="list-style-type: none"> <li>Nov 2023 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.</li> <li>Feb 2024 Update - Proposal was drafted for CHEM C, and was sent to Building Operations as a service request for carpenters.</li> <li>March 2024 Update – In progress.</li> <li>April 2024 Update – CHEM C upgrades have been completed.</li> <li>May 2024 Update - A four-cylinder rack was missed during the upgrades. However, it has since been identified and is on a list to be secured.</li> <li>July 2024 Update - Carpenters have been scheduled secure equipment and compressed gas cylinders in CHEM A224, A220, &amp; A216 during the last week of July.</li> </ul> <p><b>LST Comments:</b>            Audit for CHEM A will start next term. A request to secure some of the CHEM A 4rth floor labs are in progress.</p>	MR/KM	In Progress	IP
Feb 2021	C	<p><b>Dispensing LN2 Safely - Training</b>            It would be useful to have an informational course and quiz available to the department as a training tool for dispensing liquid nitrogen.</p> <p><b>LST Comments:</b> This item has been referred forward.</p>	MR	Referred Forward	RF



8. NEW & OTHER BUSINESS					
• 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><b>CHEM LST Member Updates and Concerns – Round Table</b> Are there any safety concerns or updates that were not discussed?</p> <p><b>LST Comments:</b></p> <p><b>Monica</b> – With respect to the new online courses available on wpl.ubc.ca. Individuals will be contacted via email if the courses are mandatory.</p> <p>BO JOHSC will be sending an informational piece in their newsletter to highlight the PPE requirements for entering lab spaces.</p>	N/A	N/A	N/A
N/A	E	<p><b>SRS Updates</b></p> <p><b>Recommended items to discuss at JOHSC/LST Meeting</b></p> <p><b>Safety Day Voting for Awards and Registration</b> Thank you for submitting your nominations for the Safety Day awards. We are in the process of compiling all the information regarding your incredible achievements. The survey to vote for your top two JOHSCs and LSTs will be available via this <a href="#">voting link</a> starting <b>Aug 5<sup>th</sup></b>. The survey will be available for one month from <b>Aug 5<sup>th</sup></b>- <b>Sept 5<sup>th</sup></b> and we highly encourage you to vote and show your support.</p> <p>Registration for Safety Day has been closed as we've reached full capacity but we highly encourage you to sign up for the wait list as there are always cancellations. Please email <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a> to be added to the waist list or to cancel your registration, if you can no longer attend.</p> <p>With your support, Safety Day has been a huge success and we can't wait to see you all again in person!</p> <p><b>Working Safely in Laboratories: Non-Laboratory Personnel</b></p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS				
		<p>SRS is excited to announce the launch of a new course, <a href="#">Working Safely in Laboratories: Non-Laboratory Personnel</a>. This course is tailored for staff who do not usually work in laboratories but may need to enter these spaces occasionally as part of their job duties. The course covers the potential hazards associated with laboratory environments and provides guidance on how to manage these risks to safely perform work tasks within UBC lab spaces.</p> <p>Please note, the course content is specific to procedures and processes at the UBC Point Grey Campus.</p> <p><b>Psychological Health and Safety 101</b> <b>NEW!</b> Online self-paced course for UBC faculty and Staff: <a href="#">Psychological Health and Safety 101</a></p> <p>Workplaces have the power to influence mental health and wellbeing. They can give people the opportunity to feel productive and purposeful. However, they can also reinforce harmful systems and contribute to mental health concerns and illness.</p> <p>You have the ability to positively influence your workplace by learning about - and taking action on - factors that support psychological health and safety within your team.</p> <p>When individuals, teams, and leaders take steps to understand, recognize, and action small changes to support mental wellbeing at work, the entire organization benefits.</p> <p>In this course you will:</p> <ul style="list-style-type: none"><li>• Learn about psychological health and safety and how it is different from physical safety and mental health</li><li>• Understand why psychological health and safety is important in the workplace and within teams</li></ul>		



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"><li>Identify actions that you can take to enhance psychological health and safety in your workplace</li></ul> <p>Open enrollment anytime. If you have questions, please email <a href="mailto:efap.info@ubc.ca">efap.info@ubc.ca</a>.</p> <p><b>Informational Items</b></p> <p><b>LST Training</b> You can register LST training <a href="#">here</a>.</p> <p><b>WorkSafeBC Inspection Reports (IR)</b> <b>There were two inspection reports received this month.</b></p> <p>1) JULY 5, 2024 – IR #202416973064A</p> <p><b>Description:</b></p> <ul style="list-style-type: none"><li>On July 3, 2024, WorkSafeBC officers conducted an inspection at the UBC Botanical Garden as concerns were raised about the safety of a scaffold.</li><li>There was one (1) order issued to the University.</li><li>Order #1 – Scaffold and General Duties: An order was issued under section WCA21(2)(e) which states, “An employer must provide to the employer's workers the information, instruction, training, and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.”</li></ul> <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"><li>The employer is responsible for ensuring the health and safety of all workers and for complying with the OHS provisions and the Regulation.</li></ul>			



8. NEW & OTHER BUSINESS					
		<p>This includes providing information, instruction, training, and supervision to ensure the health and safety of workers and others at the workplace.</p> <ul style="list-style-type: none"><li>• Employers must ensure that scaffolds used by workers are safe and meet regulatory requirements.</li><li>• Workers must take reasonable care to ensure their own health and safety and that of others who may be affected by their actions. They must follow established safe work procedures as required by the Regulation.</li><li>• Workers assembling scaffolds must be trained and supervised properly to ensure safety standards are met.</li><li>• Supervisors must have knowledge of their general duties and how to implement them. A lack of knowledge regarding legal responsibilities can place workers at risk of injury. Supervisors must ensure compliance with the regulatory requirements found in the Act and Regulation.</li><li>• When a worker reports an unsafe condition or act, it must be investigated immediately, and corrective actions must be taken without delay.</li></ul>			
		<p>2) <a href="#">JULY 22, 2024 – IR #202416973060B</a></p> <p>Description:</p> <ul style="list-style-type: none"><li>• This follow-up Inspection Report accepted compliance measures taken to the orders issued on June 21, 2024, related to an incident involving a horizontal metal band saw.</li><li>• A Notice of Compliance and 30-day Full Investigation reports were submitted to WorksafeBC outlining the immediate and planned actions to achieve compliance to the following orders:</li><li>• Order #1 - Safe Work Procedures: The employer submitted written safe work procedures, including lockout procedures.</li><li>• Order #2 - Waste Material: The employer confirmed the removal of accumulated metal chips from the band saw.</li></ul>			
		<p>JOHSC/LST General Learnings/Discussion Points:</p>			



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"><li>• Supervisors have a general duty to ensure the health and safety of their workers. Risk assessment must be conducted to take the measures necessary to meet this requirement. It provides an opportunity to consider all foreseeable hazards associated with a task and the risks associated with those hazards.</li><li>• Employers must ensure written safe work procedures, including lockout procedures, are developed and implemented for all equipment being operated.</li><li>• Workers must be instructed, trained, and supervised on how to operate equipment safely, including lockout procedures.</li><li>• Refer to <a href="#">Risk Assessments &amp; Safe Work Procedures</a> for more information.</li><li>• If work involves machinery and equipment that could unexpectedly activate or if the unexpected release of an energy source could cause injury, workers must receive instruction and training as per the Occupational Health and Safety Regulation and be knowledgeable in de-energization and lockout requirements, hazardous energy types, when locks are required, personal lockout, group lockout, and lockout procedures.</li><li>• Refer to <a href="#">De-Energization &amp; Lockout</a> for more information.</li><li>• Refuse, spills, and waste materials must not be allowed to accumulate as they can pose hazards. Regular clean-up procedures should be established and followed.</li></ul>			



9. NEXT MEETING	
Date:	September 19, 2024
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:18 am

**LEGEND**

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