

**Chemistry LST Meeting Minutes** **APPROVED**

Name of Team: Chemistry Local Safety Team

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

Date: December 19, 2024

Time: 11:01 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
William Ho	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 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	<p><b>CHEM Glass Waste</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.            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>			
134771/134769	C	July 12, 2024	<p><b>Cart Struck Against NMR Magnet</b></p> <p>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 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</p>	MR/MC/ JS/KM	In Progress	IP

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

		<p>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> <ol style="list-style-type: none"><li>(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.</li><li>(2) Review and/or provide working alone procedures.</li><li>(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.</li><li>(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</li></ol>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(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>Sept 2024: The freezer (- 20 deg C) is required in the space for the industrial clients.</p> <p>Nov 2024: all items except for item 3 have been completed. Procedures are available but need to be updated.</p> <p><b>LST Comments:</b> No updates at this time.</p>			
135845/135841	C	Oct 17, 2024	<p><b>Heat Lamp Burn</b></p> <p>Student was carrying out a spray coating procedure where their hand would be exposed to a heat lamp, while wearing PPE required in the SOP (lab coat, nitrile gloves, goggles, closed toed shoes and long pants). During the procedure the student left their hand under the heat lamp past the point of pain. When they took their hand out, they noticed their finger was red and a large blister had formed.</p>	MC/CZ/JH	Complete	C

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

			<p>The injured student notified another student in the lab who contacted UBC first Aid and their direct supervisor. The group safety officer was also notified. First Aid was administered by UBC first aid and the injured student filled out their UBC CAIRS report.</p> <p><b>Resolutions:</b></p> <ol style="list-style-type: none"><li>(1) Get heat protecting gloves to guard against heat. A nitrile glove to be worn over top of that to guard from chemical exposure.</li><li>(2) Consider moving heat lamp further away.</li><li>(3) Update the SOP to include the use of heat resistant gloves as PPE, train individuals, and to remind users of the dangers of heat exposure from the heat lamp.</li><li>(4) Train everyone with the updated procedures.</li></ol> <p><b>Nov 2024 Update:</b></p> <p>The heat lamp position was changed to be placed at the back of the hot plate so that the individual's hand would not be under the heat during the procedure. Heat resistant gloves were provided. The spray coating SOP was updated to include the use of heat resistant gloves, change in heat lamp position, and how to avoid exposure to heat. Everyone was re-trained with the updated procedures. JOSH Comments: MC to check if the heat lamp came in contact with the individual's hand.</p> <p><b>LST Comments:</b></p> <p>UPDATE: It was confirmed that the individual's hand did not touch the heating mantle or heat lamp. A note has been added to the CAIRS report.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
136067/136055	C	Nov 14, 2024	<p><b>DCM Spill</b> A bottle of DCM (approx. 1-2 L) was placed on the floor next to a storage cabinet. A worker was putting away an acid bottle into the storage cabinet and opened the cabinet door located directly next to the DCM bottle. When they opened the cabinet door to make space for the acid bottle, the DCM bottle got knocked over onto the floor. The bottle shattered and the contents of the bottle spilled to the floor. None of the solvent spilled onto the worker. The worker immediately opened the window and evacuated to the lab next door. The lab door remained closed. They informed every one of the incident. Another lab occupant called the safety officer to request what to do. Safety officer told them to call 911 and go outside to the muster location to wait for the fire department. Safety officer called campus security notifying them of the incident and requested for SRS to be contacted. The fire department and hazmat responded.</p> <p>PPE: safety glasses, lab coat, closed-toed shoes and long pants were worn.</p> <p><b>Resolutions:</b> (1) Provide group with emergency spill procedures and request for PI to review and train at next group meeting. (2) Remove all chemicals being stored on the floor. (3) Notify and train everyone that chemicals cannot be stored on the floor.</p>	MC/DG	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(4) Follow up with the lab to see if they have enough storage and if needed, suggest to dispose of any items that are no longer needed.</p> <p>(5) Monthly Lab Inspection Checklist has been updated.</p> <p><b>LST Comments:</b> All corrective actions have been completed. An additional corrective action item was added, department monthly inspections were updated to include a note that chemicals cannot be stored on the floor. Improper storage of chemicals on the floor was discussed at the CHEM faculty meeting in November.</p>			
136128/136126	C	Nov 21, 2024	<p><b>Needle poke</b> Clean needle was being opened and the student (unpaid) stabbed themselves when the cap was being removed. Wound was rinsed and a small band aid was applied. Student is aware of UBC First Aid, they called to report but declined assistance. PPE: safety glasses, lab coat, closed-toed shoes and long pants were worn.</p> <p><b>Resolutions:</b> (1) Remind workers to exercise caution when removing protective caps from needles (2) The work being done did not require a sharp needle tip. A blunt-tipped needle could have been used instead. CHEM LST to notify the group that blunt needles are available for use and can be purchased from CHEM Stores.</p>	JH/MC	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(3) FOS JOHSC: Request to review the SOP for the group and check to see if appropriate un-capping procedures are included.</p> <p><b>LST Comments:</b> Items 1 and 2 have been completed.</p>			
136187/136186	C	Nov 28, 2024	<p><b>Chloroform Spill</b> While transferring a graduated cylinder of 200mL of chloroform from one fume hood to another, student dropped and spilled the chloroform on the ground. Student was wearing lab coat, goggles, closed-toed shoes, and gloves, and all spilled solvent landed on floor. Student put down spill pads, opened windows and fume hood sashes to ventilate the area, then evacuated with nearby students to adjacent lab for 1 hour.</p> <p>The student did not have adequate space to transfer the chloroform inside the of same fume hood as the column was located.</p> <p><b>Resolutions:</b> (1) Notify student, if preparing a column, one should dispense solvents inside the same fume hood as the column. This will significantly help prevent any spills outside of the fume hood. Also, notify student to plan ahead and make space for both the column and the solvents being used. (2) Remind everyone that chloroform should always be used inside a fume hood and if it needs to be moved from</p>	MC/WH	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>one fume hood to another, it needs to be transferred in a closed vessel.</p> <p>(3) Provide PI with emergency response procedures and request for them to review with their entire group.</p> <p>(4) FOS JOSHC: Notify group with a suggestion to use dichloromethane instead of chloroform.</p> <p>(5) Suggest to group to transfer smaller amounts of solvent and to use a twistable cap for the graduated cylinder.</p> <p><b>LST Comments:</b></p> <p>Item 1 and 3 has been completed. It was suggested that smaller amounts of solvent can be transferred at a time and that a twistable cap should be used for the graduated cylinder.</p>			
136230/136206	C	Dec 3, 2024	<p><b>n-BuLi Transfer Splash Back</b></p> <p>While drawing approximately 4 mL of n-BuLi to plastic syringe, inside a fume hood, a student (unpaid) experienced spray back from the plunger side of the syringe. As they were drawing the reagent the student felt resistance and applied a bit of force to draw the reagent. Details are listed below:</p> <p>In accordance with standard protocols and training, the Sure-Seal bottle of n-BuLi was secured using a clamp. Two needles were inserted into the bottle: one to provide positive nitrogen flow to the vial and another to prevent pressure buildup. For the transfer of n-BuLi to the reaction flask, a Luer-lock syringe (10 mL) and an oven-dried needle were used. The needle and syringe were sparged with nitrogen three times before use. Initially, 10 mL of the reagent was</p>	MC/JH	Complete	C

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

		<p>successfully transferred to the reaction flask. The same needle and syringe were then used to draw additional reagent. While drawing approximately 4 mL, the syringe came apart during the pullback from the backside. A small amount of <i>n</i>-BuLi contacted a gloved hand, and the remainder drained back into the bottle. Gloves were immediately removed and placed into the fume hood, as they began to fume slightly and caused irritation from the heat. The gloves were quenched with water in the fume hood. Although there was no chemical exposure, the affected hand was rinsed thoroughly with water for several minutes. The remaining <i>n</i>-BuLi in the bottle was chilled in an ice bath and safely quenched using methanol, toluene, and isopropanol. All students were wearing full personal protective equipment (safety glasses, long pants, closed-toed shoes, and lab coat).</p> <p><b>Resolutions:</b></p> <p>(1) Update existing procedures to include that plastic syringes should only be used once.</p> <p>(2) Discuss this incident at group meeting, provide everyone with the updated procedures and provide training as required.</p> <p>(2) As a learning note for future incidents, provide Emergency Response Procedures to group and ask them to review it during group meeting.</p> <p><b>LST Comments:</b></p> <p>All items have been completed. SRS requested and was provided the training date for student, safe working procedures and a copy of the department's emergency</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			response procedures. It was suggested that nitrile gloves may react with the <i>n</i> -BuLi and other gloves can be used.		

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
August 2024	C	<b>CHEM A Research Labs</b> The second round of inspections took place this August. <b>LST Comments:</b> The deficiencies have been completed	MC	Complete	C
Dec 2024	C	<b>CHEM A</b> There were three lab inspections that were missed this term. They were completed earlier this month. During these inspections it was noted that a lot of the CHEM A fire extinguishers have expired and need to be service. A service request was submitted immediately. Elite FX been notified and will contact us soon. <b>LST Comments:</b> In progress.	MC/TC	In Progress	IP
Dec 2024	E	<b>CHEM Inspections Complete</b> All inspections for spaces belong to CHEM have been completed. The inspection checklists and the Annual Completion Form for inspections was submitted to the FOS JOHSC SharePoint Site.	N/A	N/A	N/A

\* *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	<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> <li>August 2024 Update - Audit for CHEM A will start next term. A request to secure some of the CHEM A 4th floor labs are in progress.</li> <li>September 2024 Update - Ryan labs on the fourth floor have been completed.</li> </ul> <p><b>LST Comments:</b>            Half sized compressed gas cylinders were secured in A120.</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
N/A	E	<p><b>Needle SWP</b>            Rich will work with CHEM to help provide a SWP for working safety with needles.</p> <p><b>LST Comments:</b> No updates</p>	MC/RW	N/A	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
N/A	N/A	<p><b>Safety Education and Training Assistance</b> Some groups would like assistance in enforcing safety regulations and would like to see a formal department procedure to help document challenges and encourage improvement in safety culture.</p> <p><b>LST Comments:</b> No updates at this time.</p>	N/A	N/A	IP

8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
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> KB – Three new cutting tools are now available in CHEM Stores, which can be used to appropriately cut tubing.</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>Preparing for Extreme Winter Weather at UBC</b> As per the <a href="#">Snow Policy</a>, 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: <a href="https://www.ubc.ca/">https://www.ubc.ca/</a> in the event of extreme weather. Download the <a href="#">UBC Safe Vancouver app</a> and turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g. weather advisories, class cancellations, etc. The mobile safety app is available for download on the <a href="#">iOS/Apple Store</a> for iPhone or <a href="#">Google Play Store</a> for Android.</p>	N/A	N/A	N/A



**8. NEW & OTHER BUSINESS**

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.

**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"> <li>Switching off electronics</li> </ul>	<ul style="list-style-type: none"> <li>Closing and locking office and exterior building doors &amp; windows</li> </ul>
<ul style="list-style-type: none"> <li>Turning off the lights</li> </ul>	<ul style="list-style-type: none"> <li>Turning off office lights and electronic equipment</li> </ul>
<ul style="list-style-type: none"> <li>Unplugging small appliances</li> </ul>	<ul style="list-style-type: none"> <li>Locking away portable equipment, tools, laptops and any external data devices</li> </ul>
<ul style="list-style-type: none"> <li>Closing windows and blinds</li> </ul>	<ul style="list-style-type: none"> <li>Closing blinds and curtains</li> </ul>
<ul style="list-style-type: none"> <li>Reporting any air or water leaks</li> </ul>	<ul style="list-style-type: none"> <li>Locking valuable personal property out of sight or taking it home</li> </ul>
<ul style="list-style-type: none"> <li>Shutting fume hood sashes</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring all your data devices are encrypted for security</li> </ul>
<ul style="list-style-type: none"> <li>Shutting down non-essential lab equipment</li> </ul>	<ul style="list-style-type: none"> <li>Protecting your building and office keys at all times to prevent risk to your workspace.</li> </ul>



8. NEW & OTHER BUSINESS				
		<p><b>LST Training</b> You can register LST training <a href="#">here</a>.</p> <p><b>WorkSafeBC Inspection Reports (IR)</b> There were 4 inspection reports received since the last co-chair email.</p> <ul style="list-style-type: none"><li>a. IR #202413986130A AND IR #202413986145A- Bullying &amp; Harassment notice of compliance due Dec 18<ul style="list-style-type: none"><li>i. required to have clear policies to prevent, address, and investigate bullying and harassment. Workers should be encouraged to report</li><li>ii. take necessary steps to minimize/eliminate workplace bullying and harassment. Complaints must be thoroughly investigated and documented. Appropriate corrective actions must be taken</li><li>iii. workers should contact administrative head of unit, Union/Association rep, or HR Advisor, to provide necessary guidance throughout the process.</li><li>iv. provide ongoing training and education to ensure that workers understand their rights and responsibilities</li><li>v. maintain confidentiality throughout the process, and offer support services (EFAP) to workers</li><li>vi. <a href="https://bullyingandharassment.ubc.ca/">https://bullyingandharassment.ubc.ca/</a> for information</li></ul></li><li>b. IR #202413986141A – Worksafe reviewed a bullying &amp; Harassment questionnaire completed by UBC, zero orders issued<ul style="list-style-type: none"><li>i. See above discussion points</li></ul></li><li>c. IR#202416709086A – fall off ladder due to loose crossbar, ladder removed and no orders issued to UBC</li></ul>		



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>i. ensure all ladders are regularly inspected and maintained, damaged or faulty ladders must be removed</li> <li>ii. Complete reports within 30 days</li> <li>iii. Report all serious/reportable incidents to Campus Security (after 911)</li> <li>iv. Report all incidents into CAIRS within 48 hours</li> </ul>			

9. NEXT MEETING	
Date:	Jan 16, 2025
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:28 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