

**Chemistry Local Safety Team Meeting Minutes APPROVED**

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates & Monica Clarkson

Date: May 16, 2024

Time: 11:01 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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?	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>CHEM Glass Waste Previous discussions and notes can be found at https://chem.ubc.ca/safety/chemlst 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>LST Comments: No updates at this time.</p>			
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). 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> <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">• 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.• 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.• 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. <p>LST Comments: No updates at this time.</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>Demo Lab Areas</p> <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. <p>LST Comments: In progress.</p>	BH/KM KM	On hold In Progress	IP IP
Feb 2024		<p>CHEM Shops & Services</p> <p>The remaining shops (CHEM D116/118) and services (CHEM D315) areas were recently inspected in February. Only one deficiency was noted.</p> <p>Mar 2024: No updates Apr 2024: No updates</p> <p>LST Comments: Chemical inventory is in progress.</p>	MR/TC	In Progress	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)					
Feb 2024		CHEM D & E Research Labs and Office Areas The first round of inspections for research spaces have started. Research labs and office areas were inspected this February. Overall, there has been a significant improvement since last year's inspections. Low risk items were predominantly reported. March 2024: 88% of the deficiencies have been completed. LST Comments: All of the deficiencies have been completed.	MC	Completed	C
April 2024		CHEM Teaching Labs and Spill Kits All communal spill kits and CHEM teaching lab were inspected in April. Only 2 deficiencies were noted. The deficiencies have been addressed and have been completed.	MC	Completed	C

* *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	UBC CHEM Fire Extinguisher Training 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	CHEM LST Safety Minutes 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	Development of Departmental SWPs Previous discussions and notes can be found at https://chem.ubc.ca/safety/chemlst within the January 18, 2024 CHEM LST minutes. LST Comments: Referred Forward.	DG	Referred Forward	N/A
Dec 2021	C	Earthquake Securing Straps for Large Dewars and Compressed Gas Cylinders Previous discussions and notes can be found at https://chem.ubc.ca/safety/chemlst within the January 18, 2024 CHEM LST minutes. <ul style="list-style-type: none"> 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. Feb 2024 Update - Proposal was drafted for CHEM C, and was sent to Building Operations as a service request for carpenters. March 2024 Update – In progress. April 2024 Update – CHEM C upgrades have been completed. LST Comments: A four-cylinder rack was missed to be secured during the April upgrades. It has been added to the list to be secured.	MR	In Progress	IP
Feb 2021	C	Dispensing LN2 Safely - Training It would be useful to have an informational course and quiz available to the department as a training tool for dispensing liquid nitrogen. LST Comments: This item has been referred forward.	MR	Referred Forward	RF



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>A subcommittee was established and are in the process of collecting information related to wearing personal (non-PPE) earbuds in the workplace.</p> <p>March 2024 Update: The use of earbuds, earphones and/or headphones will be prohibited in lab and shop areas. The existing one ear bud policy will be terminated and a new policy will be implemented. A first draft has been made. Picture of hearing devices will be added to the policy.</p> <p>LST Comments:</p> <p>The previous earbud document was written as a policy. This will be circulated to the department in this term.</p>	BH/ MC/ DG/CZ/ ZH	In Progress	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:</p> <p>No updates at this time.</p>	MC/DG	In Progress	IP



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>CHEM LST Member Updates and Concerns Are there any safety concerns or updates that were not discussed?</p> <p>LST Comments: Derek – Monica – Unlabeled waste was recently tested for peroxides and was found to have 100 ppm of peroxides. The group has been reminded that peroxide forming chemicals should be tested regularly and must have the appropriate labelling. The peroxides were successfully quenched and disposed of. Ken – Mohamad – Karen – Guillaume – Ben – Tori – Patrick – Cameron – Jacqueline – Rich/SRS/Guests –</p>	N/A	N/A	N/A
N/A	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Disability Course Input Survey The Centre for Workplace Accessibility is developing a course on disability inclusion and is seeking feedback on content from disabled employees. This effort is in line with the "Nothing about Us, Without Us" initiative which promotes the active involvement of persons with disabilities in the planning of strategies and policies that affect their lives.</p>		N/A	N/A



8. NEW & OTHER BUSINESS				
		<p>If you self-identify as an individual with a disability, a disabled person, and/or if you have a chronic health condition, please consider taking this anonymous 5-minute survey to provide your perspective. Provide your input by Monday, May 13. Find out more and take the survey.</p> <p>Pets/Animals in the Workplace At UBC, bringing pets to the workplace is a privilege that balances personal benefits with community responsibility. Consultation with colleagues and adherence to health and safety measures are essential parts of the process. For detailed guidance, please visit UBC's Pets/Animals in the Workplace.</p> <p>Informational Items</p> <p>LST Training You can register LST training here.</p> <p>WorkSafeBC Inspection Reports (IR)</p> <p>There were 2 inspection reports received this month.</p> <p>1) APRIL 16, 2024 – IR # 202419279031A</p> <p>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 March 1, when a worker dropped an ethylene oxide ampoule, causing it to crack.</p> <ul style="list-style-type: none">• There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none">• 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		



8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none">Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. <p>2) APRIL 19, 2024 – IR # 202416973032B</p> <p>Description: This Inspection Report documents the follow-up inspection of an unsafe condition reported on March 25, 2024.</p> <ul style="list-style-type: none">The inspection authenticated that Order #1 – Unsafe Condition has been fully complied with.There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none">Workers have the right to refuse work they reasonably believe to be unsafe. They should immediately inform their supervisor, who is then required to investigate the concern promptly and remedy it if feasible. For more information on responsibilities for supervisors visit the Investigations for Supervisors.		



9. NEXT MEETING	
Date:	June 27, 2024
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:10 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