



## Chemistry LST Meeting Minutes **Approved**

Name of Team: Chemistry Local Safety Team

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

Date: October 17, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Button	Chemistry – M&P, Stores Manager	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>

**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>            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>			
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><b>LST Comments:</b> All items except for item 2 have been completed.</p>			
135145/135159	C	Sept 18, 2024	<p><b>Needle Prick</b></p> <p>The student worker was using an inert atmosphere balloon with a syringe port and a needle. The needle (22 gauge, sharp) was not used for chemicals and was placed in a cork ring to prevent accidental puncture. Upon manipulation of the cork ring, the student accidentally pushed the needle all the way through the cork ring and punctured their left thumb. The student thoroughly washed the injury, bandaged it, and went to go for a tetanus shot (in an abundance of caution). The student did not contact either campus first aid or their PI (me).</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>(1) Recommend worker to use a blunt ended needle.</li><li>(2) Remind workers to call UBC First Aid.</li><li>(3) Send emergency response procedures to group.</li><li>(4) Update existing needle handling procedures to include: Before attaching the adapter of the balloon to the needle joint, place the cork ring on a hard surface.</li></ol> <p><b>LST Comments:</b></p> <p>All corrective actions have been completed.</p>			
135148	C	Sept 18, 2024	<p><b>Student Feeling Faint</b></p> <p>Student fainted, was called into the room. While I was assessing the student, a TA called 911. Once student regained consciousness, walked the student to a quiet area while we awaited paramedics, who arrived and check in on the student.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>(1) Remind instructor to call UBC First Aid after calling 911.</li></ol> <p><b>LST Comments:</b></p> <p>This incident was a personal medical issue. The instructor was reminded to call UBC First Aid after calling 911. The instructor noted that they encourage students to eat before they come to the labs and to move around during the lab lectures.</p>	MC/CZ	Complete	C
135210/135214	C	Sept 24, 2024	<p><b>Small Spill of HMPA</b></p> <p>While unpacking a box of chemicals a bottle of hexamethylphosphoramide (HMPA) was removed from the box. The bottle was leaking and roughly 10 mL of the liquid leaked into the box, on our gloves, and onto the floor (a couple drops). We set the bottle back into the box,</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>promptly removed our gloves and shoes, evacuated the area, and went outside. Shoes were removed because, we did step in a small puddle of HMPA so shoes were removed. Spare shoes were available. Safety glasses, gloves, lab coat, long pants and closed-toed shoes were being worn. The area was evacuated and closed off. The incident was reported immediately to the supervisor and safety program officer, who reported to SRS. UBC First Aid and Campus Security were called to report the incident. Nucor Environmental was called to clean up the spill.</p> <p>The materials were not packed appropriately causing the material to spill during transport. In addition, secondary containment was missing.</p> <p><b>Resolutions:</b> (1) Notify group to package materials according to TDG regulations and to provide secondary containment.</p> <p><b>LST Comments:</b> The rest of the materials were unpacked outside. If any other bottles of materials were found to be leaking, they were put into secondary containment, put into a fume hood, and or packaged up for disposal. Corrective action has been completed</p>			
135253/135250	C	Sept 25, 2024	<p><b>Petroleum Ether Drum Leak</b> Staff removed a new, unopened 200L/55gal drum from a pallet with a drum dolly. After ~10mins that staff member saw a puddle underneath the drum. They put the drum back on the dolly and up righted the dolly so that the bottom of the drum was higher than the (unopened) top of the drum. There was a small hole in the bottom of the drum. The petroleum ether was spraying out of that hole. The two staff in the room exited and left the door open for</p>	MC/PD/KB/JS	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>ventilation, and contacted the safety officer, myself and 911 to report the ongoing spill. The safety officer reported the incident to campus security. The spill had the potential to be large, due to the total volume but was leaking at a slow rate. One staff member donned their respirator and placed a plastic barrel in a manner to catch the solvent spraying out of the drum. The fire department, then the hazmat team took charge of the scene. The decision made by the hazmat team was to upend the drum onto the top of the drum and put some wax over the hole in the bottom (now the top) to temporarily seal the drum. They also added absorbent material to the drum to soak up the spilled petroleum ether. Then they handed the scene back to our safety officer. Sumas was dispatched to UBC the following day to pick up the drum for disposal. Because the drum was upside down at this point there was no safe way to dispense or transfer the solvent to another drum, therefore it had to be disposed of.</p> <p><b>Resolutions:</b></p> <p>(1) Chem Stores staff to notify the supplier of the deficiencies of the drum.</p> <p>(2) Replace the dolly or remove the sharp edges from the dolly.</p> <p><b>LST Comments:</b></p> <p>We are meeting with the direct supplier this afternoon for an on-site visit.</p>			
135275/135274	C	Oct 2, 2024	<p><b>Needle Prick</b></p> <p>The student was taking uncapping a sterile needle and poked their finger. The student cleaned the injury while another student called campus first aid. The supervisor was also called at this time. The visiting student was not following the protocol.</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Actions and Resolutions:</b> (1) The group standard operating procedure for uncapping needles will be reviewed again during the next group meeting</p> <p><b>LST Comments:</b> All corrective actions have been completed.</p>			
135347/135330	C	Oct 10, 2024	<p><b>Needle Prick</b> The individual filled a balloon with argon, attached to a syringe and needle. They then proceeded to flush a bottle of trifluoroacetic anhydride with the argon in preparation for storage. Without inserting the needle directly into the anhydride, they hovered it inside the bottle, using the argon from the balloon to complete the process. While replacing the cap afterward, the needle slipped and pricked their thumb, causing a small spot of blood. They immediately informed someone that they had accidentally poked themselves with a clean needle after flushing the anhydride with argon.</p> <p>Needle was clean. First aid was called a few hours after the incident.</p> <p><b>Actions and Resolutions:</b> (1) Review group policy for safe handling of disposable needles with student and student trainees. Make announcement on group channel about safe working practices and celebrate punctual and rapid reporting and resources taken in this case.</p> <p><b>LST Comments:</b> All corrective actions have been completed.</p>	MC/JH	Complete	C

**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
Feb 2024	C	<b>CHEM Shops &amp; Services</b> 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 Aug 2024: No updates Sept 2024: No updates <b>LST Comments:</b>	MR/TC	In Progress	IP
August 2024	C	<b>CHEM A Research Labs</b> The second round of inspections took place this August. <b>LST Comments:</b> In progress.	MC	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	<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
Dec 2021	C	<b>Earthquake Securing Straps for Large Dewars and Compressed Gas Cylinders</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. <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> <b>LST Comments:</b> No updates.	MR/KM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Feb 2021	C	<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. <b>LST Comments:</b> This item has been referred forward.	MR	Referred Forward	RF

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	<b>Needle SWP</b> Rich will work with CHEM to help provide a SWP for working safety with needles.	MC/RW	N/A	IP
N/A	E	<b>CHEM LST Member Updates and Concerns – Round Table</b> Are there any safety concerns or updates that were not discussed?  <b>LST Comments:</b>	N/A	N/A	N/A
N/A	E	<b>SRS Updates</b>  <b>Recommended items to discuss at JOHSC/LST Meeting</b>  <b>UBC First Aid Assessment</b> UBC has prepared a draft First Aid Assessment template to ensure compliance with WorkSafeBC's first aid requirements. It is essential to complete a written assessment to determine the first aid equipment, supplies, and facilities needed at each workplace. This worksheet is designed to help you conduct and document that assessment, ensuring appropriate first aid coverage for UBC's various campuses and facilities. Attached is the UBC Point Grey Campus First Aid Assessment.  For off-campus locations, please reach out to Dustin Szeto at <a href="mailto:dustin.szeto@ubc.ca">dustin.szeto@ubc.ca</a> to complete a first aid assessment.	N/A	N/A	N/A

**8. NEW & OTHER BUSINESS**

To review the draft or provide feedback, please refer to the attached UBC First Aid Assessment Template and the UBC Point Grey First Aid Assessment, and send any feedback to Dustin Szeto at [dustin.szeto@ubc.ca](mailto:dustin.szeto@ubc.ca) by October 25<sup>th</sup>, 2024.

For more information on first aid requirements, visit the WorkSafeBC [First Aid Requirements page](#).

**Communicable disease prevention**

With the academic year and fall in full swing, it is important to review ways to prevent the spread of communicable diseases. Communicable disease prevention outlines how Public Health, UBC and individuals can work together to prevent the spread of communicable disease. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19, norovirus).

The [Communicable Disease Prevention Framework](#) is not meant to replace existing customized workplace exposure control plans. (For more information, please refer to [5.2](#) and [6.33 to 6.40](#) of the Occupational Health & Safety Regulation).

**Get Ready to Shakeout**

On October 17, 2024, practice how to DROP, COVER and HOLD ON at 10:17 a.m. during the annual [Great BC ShakeOut](#). The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops.

[Informational Items](#)

**8. NEW & OTHER BUSINESS****Safety Day**

We are looking forward to seeing everyone who registered for Safety Day on Wednesday, October 16<sup>th</sup>. Please remember that registration will only open at 8:00am so we kindly ask that you do not arrive earlier than that as we will be busy setting up the space.

**National Day for Truth and Reconciliation 2024**

September 30<sup>th</sup> is a day of awareness of the individual, family, and community intergenerational impacts of Indian Residential Schools. Orange Shirt Day is a legacy of the St. Joseph Mission residential school commemoration event held in Williams Lake, BC in 2013, and grew out of [Phyllis' story](#) when she had her new orange shirt taken away on her first day of residential school at the Mission.

On September 30<sup>th</sup>, the Faculty of Applied Science and Land and Food Systems are leading an [intergenerational march](#) to commemorate Orange Shirt Day at the Indian Residential School History and Dialogue Centre. Members of the UBC community, families and those in solidarity are welcome to participate.

**New Course on Occupational Hygiene**

The School of Population and Public Health is excited to announce the launch of a new CPE course, "[Principles of Occupational Hygiene](#)," starting October 23rd. This online course is designed for both newcomers and experienced professionals in the field of workplace health and safety.

## Key Details:

- Format: Online
- Duration: 8 weeks
- Cost: \$1,750 with a \$250 discount available
- UBC tuition waiver-eligible

**LST Training**

You can register LST training [here](#).



		<h3>WorkSafeBC Inspection Reports (IR)</h3> <p>1) AUGUST 30, 2024 – IR #202418195051A</p> <p>Description:</p> <ul style="list-style-type: none"><li>• On August 27, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Pharmaceutical Sciences Building following a workplace incident involving exposure due to a spill of mercaptoethanol.</li><li>• The incident occurred after contaminated wipes were improperly disposed of in regular garbage handled by custodial staff. The lab manager had recently left, and newer students using the space were not fully aware of the safety protocols, resulting in improper use of the chemical outside of a fume hood and in a lab with inactive ventilation.</li><li>• With input from the Pharmaceutical Sciences JOHSC, final corrective actions included updating and reviewing SOPs for handling 2-mercaptoethanol, ensuring that it is clear the chemical must only be used in a fume hood, and providing task-specific training to all lab members. The Custodial JOHSC will also review the incident report and provide any final recommendations.</li><li>• There were zero (0) orders issued to the University.</li></ul> <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"><li>• Workers who handle hazardous substances must be trained on safe handling, labeling, and storage practices. Safety Data Sheets (SDSs) should be accessible, and workers must be informed of the potential risks associated with these substances.</li><li>• Employers must ensure that proper procedures are in place to manage chemical spills, including prompt clean-up and hazard communication. Access to spill kits and relevant personal protective equipment (PPE) should be readily available.</li><li>• 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 <a href="#">section 71 of the Workers Compensation Act</a></li></ul>			
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8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none"><li>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.</li></ul>		
		<p>2) <a href="#">SEPTEMBER 12, 2024 – IR #202418823106A</a></p> <p>Description:</p> <ul style="list-style-type: none"><li>On September 12, 2024, a WorkSafeBC Officer conducted an inspection in response to a bullying and harassment complaint at UBC.</li><li>The employer provided evidence detailing how the complaint was addressed, and the file has been closed.</li><li>There were zero (0) orders issued to the University.</li></ul> <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"><li>Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</li><li>Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence.</li><li>All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process.</li><li>Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment.</li><li>It is important to maintain confidentiality throughout the investigation process, and employers should offer <a href="#">support services (EFAP)</a> to workers who are involved in or affected by harassment complaints.</li></ul>		



8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none"><li>Refer to <a href="#">Bullying and Harassment</a> for information on bullying and harassment.</li></ul> <p>3) <a href="#">SEPTEMBER 24, 2024 – IR #202416973064C</a></p> <p>Description:</p> <ul style="list-style-type: none"><li>This follow-up Inspection Report authenticated appropriate compliance measures taken in response to the order issued on June 5, 2024, related to scaffolding at UBC Botanical Garden.</li><li>There were zero (0) orders issued to the University.</li></ul> <p><a href="#">JOHSC/LST General Learnings/Discussion Points:</a></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. This includes providing information, instruction, training, and supervision to ensure the health and safety of workers and others at the workplace.</li><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>4) <a href="#">SEPTEMBER 25, 2024 – IR #202416973032C</a></p> <p>Description:</p>		



8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none"><li>On March 25, 2024, a WorkSafeBC Officer conducted a follow-up inspection at the AMS Student Nest in response to a previously reported unsafe condition involving scaffold safety.</li><li>On August 28, 2024, the initial order, issued under OHSR 3.10, was rescinded due to an appeal from the employer. The Review Division decision #R0323889 supported the employer's appeal, and no further action is required regarding this order.</li><li>There were zero (0) orders issued to the University.</li></ul> <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"><li>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.</li><li>Employers are obligated to take corrective actions and implement preventative measures upon the report of unsafe conditions, including the removal of non-compliant scaffolds from service until compliance is verified.</li><li>A supervisor or employer representative must document any refusal of unsafe work, referring to the <a href="#">Refusal of Unsafe Work Investigation Report</a> for guidance. Additionally, should an employer be in the midst of resolving a work refusal, a written notice must be issued to any worker assigned to or permitted to perform the work in question using the aforementioned investigation report.</li><li><ul style="list-style-type: none"><li>For comprehensive details on the process of refusing unsafe work, including steps to take and documentation requirements, please visit the UBC Safety &amp; Risk Services website at <a href="#">Refusal of Unsafe Work</a>.</li></ul></li></ul>		



9. NEXT MEETING	
Date:	November 21, 2024
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:28 AM

**LEGEND**

PRIORITY:		STATUS:	
A	<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.	N	New
B	<b>Moderate Risk, response as soon as possible within 1 week:</b> Potential for causing a serious injury, illness or property damage.	R	Repeat
C	<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.	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