



Chemistry Local Safety Team Meeting Minutes **APPROVED**

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates & Monica Clarkson

Date: September 19, 2024

Time: 11:00 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 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 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"/>
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?	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</p> <p>Previous discussions and notes can be found at https://chem.ubc.ca/safety/chemlst within the January 18, 2024 CHEM LST minutes.</p> <p>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>			
132248	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	Complete	C

**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.• Aug 2024 update: Lab directors were notified of the LST's recommendation to use grease for ground glass joints. <p>LST Comments: The lab directors will be implementing the use of grease for the ground glass joints. All outstanding items have been completed.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
134557/134569	C	June 6, 2024	<p>Acetone Fire 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 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>Actions and Resolutions:</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>	MC/JH/KM	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(4) Safety staff to send an email to request PI to remind everyone to keep the windows closed at all times.</p> <p>LST Comments: All items have been completed. The Assessment of A352 was completed on August 29, 2024.</p>			
134771/134769	C	July 12, 2024	<p>Cart Struck Against NMR Magnet 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 succeed. I then went to the mechanical shop to ask for the</p>	MR/MC/ JS/KM	In Progress	IP

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

		<p>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>Root cause: Procedures not followed; magnetic materials were used in the vicinity of an unshielded 500MHz NMR.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">(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.(2) Review and/or provide working alone procedures.(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.(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			
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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 www.cairs.ubc.ca.</p> <p>(10) Assess if freezer needs to be in the space.</p> <p>LST Comments: In Progress. The freezer (- 20 deg C) is required in the space for the industrial clients.</p>			
134941/134943	C	Aug 12, 2024	<p>Finger Cut 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>Actions and Resolutions: (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>	MC/JS	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<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>(6) Provide over the glasses safety glasses for worker.</p> <p>LST Comments: The tubing was silicon tubing with a thickness of 3 mm. All of the corrective action items have been completed.</p> <p>The availability of tube cutters and appropriate scissors in Chem Stores were discussed. Tube cutters are available. Karen will look into appropriate scissors to be stocked.</p>			
134967/134970	C	Aug 19,2024	<p>Chemical Spill – 1.0 M HCl, 50 L</p> <p>Last week, two technicians mixed 50L of 1.0M HCl solution in a 50L carboy. They brought the tank from our lab (CHEM B370) to Chemistry stores prep room (B168). They stored the tank down there over the weekend so that it could be mixed at another time. On 8/19/24, the technician went to mix another carboy of sodium sulfate at 10:30 am and left. 3 hours later, he went back down to B170 and noticed a pool of liquid on the floor which soaked into at least 2 boxes. He noticed that the liquid was leaking from the 50L HCl solution (1.0 M). It is likely that the spigot of the 50L carboy was knocked slightly, and 1.0 M HCl was slowly leaking from the tank for the 3 hours that it was not being watched. The technician quickly notified a member of staff in Chemistry Stores about the acid spill. One member of staff gave him a bottle of acid neutralizer in order to</p>	MC/JS/BH	Complete	C

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

			<p>contain the spill. Once the member of staff realized that the spill was quite big, the Chemistry Safety officer was notified of the spill. It was later determined (after consulting SDS and SDS protocol) that we had to evacuate Chemistry stores. SRS was directly called directly and provided consultation. A third-party hazmat cleanup company (Nucor) was called to clean up the spill as per UBC SRS's recommendation.</p> <p>No one came in contact with the spilled HCl.</p> <p>Actions and Resolutions:</p> <p>(1) Provide secondary containment.</p> <p>(2) Update procedures to include:</p> <ul style="list-style-type: none">a) use secondary containmentb) update the spill response procedures, include detailed stepsc) note that the spigot can easily be opened and provide examples of how to prevent itd) double check that spigot is closede) when working in a communal area, notify other workers of the task being donef) train everyone once the procedures have been updated <p>(3) Monica to notify supervisor of the recommendations from the FOS JOHSC.</p> <p>LST Comments:</p> <p>The FOS JOHSC recommended to look into a locking mechanism for the spigot. In previous incidents with large carboys other groups have used zip ties and other tools to ensure that the spigots remain closed. Also, it was mentioned spigot covers available, which can ultimately prevent the handle from being moved. For carboys that are being stored temporarily in shared spaces, this may be</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>useful. Also, if possible, the design of the handle may be able to prevent the handle being moved.</p> <p>All outstanding items have been completed.</p>			
135102	C	Sept 11, 2024	<p>Student Feeling Faint Student was feeling faint, and while trying to get them sitting down onto the floor outside of the lab, they fell forward and hit their head on a pipe. Campus security provided first aid, and since student's head was swelling slightly, was taken to urgent care.</p> <p>Actions and Resolutions: (1) Emergency response was followed for the personal medical issue.</p> <p>LST Comments: This was a personal medical issues and emergency procedures were followed.</p>	MC/JH	Complete	C
135103	C	Sept 12, 2024	<p>Student Feeling Faint A student was feeling like they were going to faint. They had not eaten lunch. They ate some cookies, felt better, and then went home. Contacted our safety person, Monica Clarkson who contacted first aid.</p> <p>UBC First aid took THIRTY MINUTES to arrive at the location. By that point, the student had already recovered, called a friend, and then walked home with her friend.</p> <p>Actions and Resolutions: (1) Remind student to eat before coming to the lab. Please note, all students are reminded at the lab introduction to eat before they come to the labs. (2) Remind staff and instructing faculty that we must immediately call UBC First Aid to report incidents.</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(3) Instructor and safety staff to meet with UBC First Aid and Campus Security to discuss issues with UBC First Aid response times.</p> <p>LST Comments: The instructor and safety staff met with Campus Security and UBC First Aid Director on Sept 17th to discuss the concerns with the delayed response times. It was noted, first aid response times are expected to be approximately 10 minutes. However, in this case the first aiders couldn't find the room. It was suggested that they should call back and ask for assistance if they cannot find the building or the room. It would be useful to use a nearby landmark, cross streets, other areas, etc. to meet at.</p> <p>The corrective action items have been completed.</p>			
135116/135112	C	Sept 12, 2024	<p>Strained Back Student was picking up a pen and strained their back.</p> <p>CHEM LST: The pen was located on top of chair. The height of the pen was approximately 18.5 inches from the floor. First aid was called the next business day.</p> <p>Actions and Resolutions: (1) Recommend worker to bend their knees to pick up any objects located closer to the floor.</p> <p>LST Comments: The worker was recommended to bend their knees. The corrective action item has been completed.</p>	MC/CZ	Complete	C
135138	C	Sept 16, 2024	<p>Two Students Feeling Faint Two students (non-workers) felt faint (approximately 5 minutes apart) during the lab discussion prior to starting the lab. UBC First Aid was called for both students. First aid</p>	MC/CZ	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>attendants helped the students and after they felt better, they were transported to their residences on campus.</p> <p>Actions and Resolutions: (1) Remind students to eat before the lab.</p> <p>LST Comments: This is a personal medical issue. Students were reminded to eat before coming to the lab. The corrective action item has been completed.</p>			
135145	C	Sept 18, 2024	<p>Needle Prick Student worker poked their thumb with a needle. They were using the needle to vent their experimental set up.</p> <p>Actions and Resolutions: (1) Recommend worker to use a blunt ended needle. (2) Remind workers to call UBC First Aid. (3) Send emergency response procedures to group.</p> <p>LST Comments: Preliminary Investigation is in progress.</p>	MC/?	In Progress	IP
135148	C	Sept 18, 2024	<p>Student Feeling Faint 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>Actions and Resolutions: (1) Remind instructor to call UBC First Aid after calling 911.</p> <p>LST Comments:</p>	MC/?	In Progress	IP

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

			Preliminary Investigation is in progress.			
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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	Demo Lab Areas <ul style="list-style-type: none"> BH will oversee day-to-day processes KM/HW cleaned-up benchtop areas on Mar 10; sorted out chemicals for disposal on Mar 16 and plan to attend for further clean-up/disposal processing on Mar 25 in the Demo Room Jose has a TA organizing the Demo Kits <ul style="list-style-type: none"> Lab Tech & TA working on Demo Kits Inspection of the demo areas have been completed. All items listed above are on hold or in progress as follow up items. LST Comments: This item can be closed.	BH/KM	Closed	C
			KM	Closed	C
Feb 2024	C	CHEM Shops & Services 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 LST Comments: Chemical inventory is in progress.	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)					
May 2024	C	CHEM A Research Labs Many of the research labs in CHEM A were inspected in May. LST Comments: The deficiencies have been completed.	MC	Complete	C
June/July 2024	C	CHEM D & E Research Labs All of the research labs in CHEM D & E were inspected in June and July. Aug 2024 updates: 5 deficiencies remain LST Comments: All deficiencies have been completed.	MC	Complete	C
August 2024	C	CHEM A Research Labs The second round of inspections took place this August. The reports are in progress. LST Comments: 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	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. 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. July 2024 Update - Carpenters have been scheduled secure equipment and compressed gas cylinders in CHEM A224, A220, & A216 during the last week of July. 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. LST Comments: Ryan labs on the fourth floor have been completed.	MR/KM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
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

8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
N/A	E	CHEM LST Member Updates and Concerns – Round Table Are there any safety concerns or updates that were not discussed? LST Comments: Monica – FOS JOHSC Statistics shows for the last 6 months, CHEM has been able to report all (100%) of their CAIRS Reports within 48 hours of the incident. Ken – There are currently renovations occurring in CHEM/PHYS. Please report any hazards to Ken. If Ken is not available, please let Monica know.	N/A	N/A	N/A
	E	Building Emergency Response Plans (BERPs) The CHEM BERPs are now available online at https://www.chem.ubc.ca/safety . Everyone is required to read the BERPs for the areas they will be working in. This requirement has been added to the mandatory training and has been included in the Red Safety Folders. In addition, the Lab Safety Representatives have been notified of the requirements. A copy has been sent to SRS, and they have been notified that the most up-to-date version is available on the CHEM Safety website.	MC	N/A	C



8. NEW & OTHER BUSINESS					
N/A	E	<p>Annual Fire Drills – CHEM Complex On Tuesday, August 20, 2024, fire drills for the entire Chemistry Complex (CHEM A, B, C, D & E) were conducted and managed by the Department of Chemistry. The fire alarms were activated and started at 10:01 am. Evacuation times:</p> <ul style="list-style-type: none"> • CHEM A, 6 min 55 sec • CHEM B, 3 min 15 sec • CHEM C, 4 min 17 sec • CHEM D, 7 min 55 sec • CHEM E, 4 min 50 sec <p>The fire drills were conducted in cooperation with Monica Clarkson and the Building Operation’s Fire Life Safety Team. Vancouver Fire Rescue Services attended.</p> <p>LST Comments: It was noted that some of the CHEM D fourth floor occupants took a long time to go to the pre-determined meeting area on Main Mall. The PIs and Lab Safety Representatives have been asked to remind the occupants of the CHEM D fourth floor that they must exit the building and go to the pre-determined meeting area in the event that the fire alarm is ringing. In addition, they have been asked to read the Building Emergency Response Plans for the areas they are working in.</p>	MC	Annually	C
	E	<p>LST Terms of Reference (TOR) The CHEM LST TOR membership was updated on August 22, 2024.</p> <p>LST Comments: The TOR was adopted.</p>	MC	Annually	C
N/A	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Field Safety Report Completed We are pleased to announce that the final report on field safety at UBC has been completed. This report was conducted to assess the current state of field safety programming at UBC and to identify areas for further development. It includes</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS				
		<p>key findings, best practices, and recommendations to enhance the safety and support of off-campus teaching, learning, and research activities.</p> <p><u>Information Sessions</u></p> <p>Join us to learn more about the report and the formation of a working group during one of our upcoming information sessions:</p> <ul style="list-style-type: none">• Wednesday, September 11, 2024 – 2:00-2:45 pm• Thursday, September 19, 2024 – 11:00-11:45 am <p>To attend a session or request a copy of the report, please email laurinda.tracey@ubc.ca.</p> <p>New from Transport Canada – Required Reporting of Dangerous Goods activities</p> <p>Transport Canada has introduced regulatory changes to the Transport of Dangerous Goods Regulations to require reporting of operational activities involving Dangerous Goods (DG). In the coming weeks, units impacted by this requirement will be asked to review shipping documentation from the previous 12 months. A summary of activity types and goods classifications will be collected via Qualtrics for compilation and submission to Transport Canada.</p> <p>Questions or requests for more in-depth discussions may be directed to dangerous.goods@ubc.ca.</p> <p>General Transportation of Dangerous Goods training is available online, on demand at wpl.ubc.ca.</p> <p><u>Informational Items</u></p> <p>Emergency Management Fall Engagements</p>		

**8. NEW & OTHER BUSINESS**

Safety & Risk Services, Emergency Management team will be busy at work engaging with our campus community throughout the fall. We invite you to come learn more about personal preparedness and emergency management at UBC at one (or all!) of the following events:

- **September 3:** We all have a role to play in an emergency. Learn more at our Emergency Preparedness booth on **Imagine UBC @ Main Mall**, 1:00-4:30 p.m.
- **September 4:** Ride the **Quake Cottage**, an 9.0 earthquake simulator, and learn tips about staying prepared @ University Commons, 10:00 a.m.-3:00 p.m.
- **September 7:** Stop by our Emergency Preparedness booth for fun activities and a chance to connect with your community during **Neighbours Day @ UNA Community Field**, 12:00-5:00 p.m.
- **September 11:** Start the year off right by learning how to keep yourself and the UBC community safe as part of **Safety Awareness Week @ Lee Square**, 11:00 a.m-3:00 p.m.
- **September 11:** Come for the food, stay for the facts! Discover more about personal emergency preparedness at the **UBC Staff and Faculty BBQ @ Flag Pole Plaza**, 11:00 a.m-2:00 p.m.
- **September 14:** Personal Preparedness starts with you and your family. Stop by, get informed, and make your plan @ Acadia Park Commonsblock, 3:00-5:00 p.m.
- **October 16:** Join us in the recognition of safety across the university. Find out how we help campus safe on **Safety Day @ Great Hall (AMS Student Nest)**, 8:00 a.m-3:00 p.m. To sign up for the Safety Day waitlist, please email safety.risk@ubc.ca.



8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none">October 17: Come hungry, leave prepared. Gain practical tips for personal and family preparedness during our Lunch and Learn @ TBD, 12:00-1:00 p.m. If you would like to attend, please sign up here. <p>LST Training You can register LST training here.</p> <p>WorkSafeBC Inspection Reports (IR) There was one inspection report received this month.</p> <p>1) JULY 22, 2024 – IR #202416973060B</p> <p>Description:</p> <ul style="list-style-type: none">This follow-up Inspection Report accepted compliance measures taken in response to the order issued on June 5, 2024, related to a hazardous substance exposure incident at the In-Vessel Composting Facility.A Notice of Compliance was submitted to WorkSafeBC on July 5, 2024, outlining steps taken to ensure safety compliance.Order #1 - Hazardous Substance Exposure: The employer implemented an interim procedure to protect workers from exposure to hazardous substances, including sodium hydroxide, and is working towards finalizing a comprehensive safe work procedure. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none">Employers must establish and maintain a process that ensures all workers are adequately informed, trained, and supervised regarding the risks associated with hazardous substances. This includes providing clear information about the substances they might encounter, proper training on safe handling practices, and continuous supervision to ensure compliance with safety protocols.Maintaining a comprehensive chemical inventory is essential for ensuring workplace safety. This inventory should include detailed information		



8. NEW & OTHER BUSINESS				
		<p>about each chemical used or stored in the workplace, including its identity, associated risks, and safety data sheets (SDSs). Workers should have easy access to this information to understand the hazards they may encounter and the precautions they need to take.</p> <ul style="list-style-type: none">• All products, substances, wastes and byproducts that are dangerous to the environment or to human beings and are no longer of use must be disposed of safely and in a timely manner. It is important to know what and how much waste will be generated by an experiment or set of experiments and how to dispose of it in advance of doing the experimental work.• Refer to Hazardous Waste Management for information about chemical waste disposal		

9. NEXT MEETING	
Date:	October 17, 2024
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:34 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