

**Chemistry LST Meeting Minutes APPROVED**

Name of Team: Chemistry Local Safety Team

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

Date: April 17, 2025

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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
William Ho	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
Peggy Paduraru	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>			
136758	C	Mar 12, 2025	<p><b>Student Feeling Unwell</b></p> <p>Group of ~10 students on field excursion to tower beach to collect water sample for analysis. Students completed analysis and sample collection and were on their way back to the laboratory space. Group was taking Trail 4 to return, with TA at front of the group to ensure stair climb was at an appropriate pace for all members of the group. At the top of the stairs, the group took a 5-minute break to debrief the activity and rest. After this break, a student reported that they were feeling dizzy. Student was directed to sit down, and was being guided to a place to sit by the TA and another student in the group. Student was unable to make it to a seating location and fell to the ground into a pile of leaves. Student did not lose consciousness. Others in group were able to talk to the student right away and student was coherent and responsive to verbal interactions. UBC First aid (Campus security) was immediately called by TA in charge. TA provided approximate location of incident. Campus security also talked to the student on the phone to determine if student felt they would be able to walk. Student felt they would not be able to walk to an accessible location with street access. Because of this, call was transferred to 911 to provide assistance to the student. While on the call to 911, campus security arrived and talked to student. Student responded that they could now walk and were guided to the UBC</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>campus security vehicle. Call to 911 was discontinued at that point. Student was escorted to UBC urgent care in campus security vehicle, and was accompanied by another student to provide support.</p> <p><b>Actions and Resolutions:</b> (1) Students took multiple breaks while walking up the stairs. However, it may be helpful to ask students to take additional breaks and to also hydrate when needed. (2) MC to check if a field safety plan applies to the beach.</p> <p><b>LST Comments:</b> Corrective actions have been completed. The beach is not a part of UBC Campus and a Field Safety Plan applies.</p> <p>Students who do not want to do the field excursion are offered an alternative lab exercise as another option.</p> <p>The beach is not a part of UBC Campus so a field study plan (FSP) needs to be in place. The instructor has confirmed that if the exercise is offered in the future, they will complete the FSP in advance.</p>			
136952/136960		Apr 9, 2025	<p><b>Fire in Metal Waste Bin</b> First, a reaction was being set up that involved the following chemicals: diethyl ether, potassium tert-butoxide, and methyltriphenylphosphonium bromide. The potassium tert-butoxide and methyltriphenylphosphonium bromide were weighed out in plastic weigh boats and the emptied plastic weigh boats were discarded in a solid waste container. The individual walked away for ~1 min. and when they returned, they noticed a burning smell. They identified there was a fire and promptly grabbed the fire extinguisher to put out the fire. Once the fire was put</p>	MC/JH/WH	In Progress	IP

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

		<p>out, they contacted in order: UBC Campus Security, 911, my advisor and chemistry safety staff. The fire department attended to confirm and determine the area was all clear.</p> <p>CHEM LST - Metal waste container was used.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) Before disposing of hazardous materials follow appropriate quench procedures for general waste disposal. In addition, remove all volatiles before placing in waste container. Discuss at group meeting.</p> <p>2) Review the potassium tert-butoxide SDS for storage and handling with the group.</p> <p>3) Review the general waste disposal procedures and check training records.</p> <p><b>LST Comments:</b></p> <p>In progress.</p> <p>The potassium tert-butoxide SDS recommends storage and handling as listed below: <i>“Do not allow contact with water. Handle under an inert atmosphere. Keep containers tightly closed in a dry, cool and well-ventilated place. Keep away from heat, sparks and flame. Keep away from water or moist air. Flammables area. Keep under nitrogen. Corrosives area. Store under an inert atmosphere. Protect from moisture. Incompatible Materials. Strong oxidizing agents. Reducing Agent. Acids. Alcohols. Carbon dioxide (CO<sub>2</sub>). Halogens. Ketones. oxygen.”</i></p> <p>It was noted that it is not recommended to use weigh boats for reactive materials.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			Also, the individuals red safety folder needs to be			
136971		Apr 10, 2025	<p><b>Chemical Exposure</b></p> <p>During a reduction of an alkynyl nitrile to an aminoalkyne using <math>\text{LiAlH}_4</math> (200 mg) in THF (35 mL), the reaction was quenched with 2.5 M NaOH (5–6 mL) and diluted with diethyl ether (30 mL) under nitrogen in an ice bath. While attempting to remove tubing from the Schlenk flask after quenching, the flask's arm broke. A bit of reaction mixture splashed outside the fume hood, with some contacting my face (particularly on the tip of my nose) and I felt some of it soaked through my lab coat onto my right shoulder. I immediately removed my safety glasses and lab coat and washed my face thoroughly with water. I informed my colleague, who assisted me in using the eyewash station and reported the incident to UBC first aid and the departmental safety officer. Upon arrival, the safety officer recommended I take a full safety shower. After the shower, UBC first aid conducted an assessment, and it was recommended to visit UBC Urgent Care. I was escorted by the departmental safety officer to UBC Urgent Care. Another lab member notified my supervisor of the incident and I notified them when I was at urgent care.</p> <p>CHEM LST: Safety glasses, lab coat, closed-toed shoes and long pants were being worn. Imperfection of glassware. The area near the joint of the arm was thin and looked very used. Glassware should always be inspected before use. The student mentioned they were not using excessive force when removing the tubing and there was no vacuum pressure in the line.</p> <p><b>Actions and Resolutions:</b></p>	JH/MC/WH	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(1) Visibly inspect all glassware for imperfections. Any glassware found to have any imperfections should be replaced and/or repaired.</p> <p><b>LST Comments:</b> In progress.</p>			
136969/136971		Apr 11, 2025	<p><b>Cut from Broken Glass</b> The worker was performing a repair task on a work piece using the lathe in the glass shop. After completing work on one item, the worker reached across the work area to retrieve the next work piece. In doing so, the worker accidentally came into contact with another glass item located nearby—a 2L single neck flask that had a pre-existing fracture at the neck. The flask became destabilized from its position, fell, and shattered on the ground. During the breakage, shards of glass struck the back of the worker’s hand, causing a cut. The worker immediately applied pressure to control the bleeding and contacted UBC First Aid. UBC First Aid staff arrived on-site within approximately 5–10 minutes. After assessing the injury, they provided first aid treatment and determined that a hospital visit was not required. The area was promptly cleaned up and all broken glass was disposed of according to safety protocols.</p> <p><b>Actions and Resolutions:</b> (1) Review of Glassware Handling Procedures. Given the worker’s expertise, hold a discussion to review best practices for handling glassware safely near mechanical equipment. This includes inspecting glassware for defects before use, avoiding carrying glassware by the</p>	MC/JS/MR	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>neck, and using appropriate personal protective equipment such as cut-resistant gloves.</p> <p>(2) Housekeeping and Work Area Organization. Conduct a review of the workspace to ensure that fragile glassware and unrelated materials are stored safely away from active machinery zones to prevent accidental contact.</p> <p>(3) Clear Workspace Discussion. Engage in a discussion with the worker to reinforce the importance of maintaining a clutter-free environment around lathes and other machinery, ensuring that only tools and materials necessary for the immediate task are present.</p> <p>(4) Pre-use Area Check. Encourage the worker to perform a visual inspection of the work area before operating machinery to identify and remove any unnecessary or potentially hazardous items.</p> <p><b>LST Comments:</b> All corrective action items have been completed.</p> <p>If not already added, please add a note to monthly inspection to check for housekeeping issues.</p>			
137004/137002		Apr 16, 2025	<p><b>Needle Stick Incident</b></p> <p>While wearing all PPE (lab coat, safety glasses, long pants, closed toe-shoes, and nitrile-gloves), I started to set-up a reaction under inert conditions at my fumehood. Two solid chemicals (Pd2(dba)3 and xantphos) were weighed into a 100 mL glass-round bottom flask which contains a stir bar, and a septum was attached to the round bottom-flask. This round bottom-flask was clamped to a stand and allowed to rest on a cork ring on top of a stir-plate inside the fumehood. Next on the septum, a Nitrogen balloon with a needle was attached followed by a needle for venting (21G x 2", 0.8 mm X 50 mm). After 5 min, the vent needle was</p>	JH/MC	In Progress	IP

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

		<p>removed from the septum and, in an attempt, to cap the needle with the plastic casing, the needle pierced through the plastic casing and poked my fourth finger of the right hand. The plastic casing used to recap the needle was a smaller needle casing. The gloves were removed, and the injured figure was held to running water for 10 minutes after which the bleeding stopped. The supervisor, safety program officer and UBC First-Aid were contacted, and I was advised by the First-Aid personnel to go to the UBC Hospital Emergency Department. I immediately went to the UBC Hospital Emergency Department.</p> <p><b>Actions and Resolutions:</b></p> <ul style="list-style-type: none"><li>(1) Remind all students and lab workers to follow instructions regarding needle disposal with emphasis that needles should not be recapped.</li><li>(2) Recommend for the student to use a blunt ended needle for venting.</li><li>(3) Update existing needle procedures to include proper disposal of needles after use.</li></ul> <p><b>LST Comments:</b></p> <p>In progress, item 2 has been completed.</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
Feb 2025	C	<b>CHEM D &amp; E</b> All research labs and offices located in CHEM D and E were inspected in February and the first week of March. <b>LST Comments:</b> 83% of the deficiencies have been completed.	MC	N/A	IP
March 2025		<b>CHEM A</b> All research labs and offices located in CHEM A were inspected in March. <b>LST Comments:</b> Reports are in progress.	MC	N/A	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> 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 16, 2025 CHEM LST minutes. <ul style="list-style-type: none"> <li>Dec 2024 - Half sized compressed gas cylinders were secured in A120.</li> <li>Feb 2025 - Double restraints for renovated space located on the third-floor have been completed.</li> <li>Mar 2025 - Double restraints for cylinders were installed in CHEM A319.</li> </ul> <b>LST Comments:</b> No updates at this time.	MR/KM	In Progress	IP
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
N/A	E	<b>Needle SWP</b> Rich will work with CHEM to help provide a SWP for working safety with needles. The FOS JOHSC has an existing SWP for needles that the CHEM LST may be able to edit and use. MC and RW will review and discuss in the coming weeks. <b>LST Comments:</b> No updates at this time.	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> <ul style="list-style-type: none"> <li>MC to draft procedures, and will reach out for everyone's comments.</li> </ul> <p><b>LST Comments:</b> No updates at this time.</p>	N/A	N/A	IP
N/A		<p><b>Cage #2 – Hazardous Waste Disposal Cage</b> CHEM research and teaching labs are all running at a normal pace now. At its current arrangement, the waste cage is at full capacity and cannot store additional waste safely. The CHEM LST is looking to re-arrange the cage in-order to meet the departments waste drop off needs.</p> <ul style="list-style-type: none"> <li>MC to check records to see if drop off frequency has decreased post pandemic.</li> </ul> <p><b>LST Comments:</b> Three new carts with additional shelving have been provided in Cage 2. We will continue to monitor the department needs, especially over the summer.</p>	MC	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		<p><b>CHEM Annual Fume Hood Flow Tests</b> CHEM annual fume hood flow tests have begun and is scheduled to be completed by May 1.</p> <p><b>LST Comments:</b> In progress.</p>	MC	N/A	IP
N/A	E	<p><b>CHEM LST Member Updates and Concerns – Round Table</b> Are there any safety concerns or updates that were not discussed?</p> <p><b>LST Comments:</b></p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
N/A	E	<p><b>SRS Updates</b></p> <p><b>Recommended items to discuss at JOHSC/LST Meeting</b></p> <p><b>Safety Day 2025 – Save the Date</b> Safety Day 2025 will be held on Wednesday October 8, 2025. Please save the date. Agenda and Registration will be released in the upcoming months once finalized.</p> <p><b>New tool to support managers with ‘offer of modified duties’ to injured workers</b> When a worker is injured, WorkSafeBC legislation requires employers to offer safe, suitable modified duties as soon as possible. To help managers fulfill their obligations, a new <a href="#">Tip Sheet for Offering Modified Duties</a> is available on the HR website and attached for reference. This can be used:</p> <ul style="list-style-type: none"> <li>• Day of injury, after First Aid assessment (minor injuries)</li> <li>• Before the next scheduled shift (minor injuries)</li> </ul> <p>Managers should document any modified duties discussed with the worker in CAIRS or by emailing UBC’s WSBC Claims Associate at <a href="mailto:wcb.info@ubc.ca">wcb.info@ubc.ca</a>.</p> <ul style="list-style-type: none"> <li>• Learn more about WorkSafeBC’s Bill 41: <a href="#">Duty to Cooperate and Duty to Maintain Employment</a></li> <li>• See UBC’s <a href="#">Manager's Guide for WorkSafeBC Claims</a> (CWL login required)</li> <li>• Contact UBC’s WSBC Claims Associate at <a href="mailto:wcb.info@ubc.ca">wcb.info@ubc.ca</a> for support with any of the above</li> </ul> <p><b>Musculoskeletal Injuries</b> UBC’s very own Student Housing and Community Services Unit has been featured in <a href="#">WorkSafeBC Enews</a> highlighting their great work around managing the risk of musculoskeletal injuries (MSIs). Read more using the link provided.</p>	N/A	N/A	N/A

**8. NEW & OTHER BUSINESS**

MSI is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including sprain, strain and inflammation that may be caused or aggravated by work. MSIs make up approximately 30% of WorkSafeBC injury claims at UBC.

- To prevent such an injury, review and implement the information provided on the [Ergonomics website](#) and contact [ergonomoics.info@ubc.ca](mailto:ergonomoics.info@ubc.ca) as needed for additional support
- If anyone in your areas has suffered an MSI injury, there are [UBC resources](#) to assist with investigating these types of incidents. Please share these widely with your areas.

**Building Emergency Response Plan**

In response to the earthquake on February 21, a lot of questions have surfaced and as a result, delayed the release of the new version of the BERP as we look to provide further clarity in the documented response procedures.

**Informational Items****Day of Mourning**

Across Canada, April 28 has been designated as the [Day of Mourning](#). It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. A list of BC Ceremonies is provided on the link above.

**LST Training**

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

**WorkSafeBC Inspection Reports (IR)**

There were two inspection reports received since the last co-chair email.

- a. IR #202516973038A – WorkSafe Accepts Full Investigation (burn in kitchen)



8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none"> <li>i. Complete reports within 30 days</li> <li>ii. Report all incidents into CAIRS within 48 hours</li> <li>iii. Reminder on first aid calling procedures</li> </ul>		
		<ul style="list-style-type: none"> <li>b. IR #202516973028B – Tim Hortons Order Completed (keeping space around electrical panels free)               <ul style="list-style-type: none"> <li>i. Inspection checklist circulated last month includes line item about ensuring area around electrical panels are clear.</li> </ul> </li> </ul>		

9. NEXT MEETING	
Date:	May 15, 2025
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:42 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