



## Chemistry LST Meeting Minutes **Approved**

Name of Team: Chemistry Local Safety Team

Chair(s): Glenn Sammis &amp; Monica Clarkson

Date: December 18, 2025

Time: 2:01 pm

Location: Online Zoom Meeting

**AGENDA:**

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Approval of Previous LST Meeting Minutes</li> <li>3. Additional Agenda Items &amp; Approval of Agenda</li> <li>4. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> <li>5. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol>	<ol style="list-style-type: none"> <li>6. Review Education and Training</li> <li>7. Ongoing Business – Status of Action Items, Review of Previous Minutes</li> <li>8. New and Other Business</li> <li>9. Next Meeting</li> <li>10. Meeting Adjournment</li> </ol>
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**1. ROLL CALL**

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Karen Button	Chemistry – M&P, Stores Manager	<input 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"/>
Sebastian Medrano	Chemistry - M&P, Director, Technical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
William Chappell	Chemistry – Graduate Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Ho	Chemistry – Graduate Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Glenn Sammis	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? Glenn and Will W.	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
138280 138281	C	Nov 5, 2025	<b>Cart Tipped Over – Near Miss</b> A customer had collected their items for purchase and placed items in their cart to move them back to their lab. They were at the front desk where the staff person checked them out (created their bill). They started pulling the cart to leave and the cart flipped on its side. In the cart there were four 4L bottles (2 DCM, 1 hexanes, 1 DMF) and 4 gallons of acetone in stainless steel cans, along with other consumables. All of the items ended up on their side on the floor, but none of the bottles broke or spilled. The	KB/MC/GS	In Progress	IP

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

		<p>glass bottles were not in secondary containment. Other staff from the area confirmed that everyone was ok and there were no spills. Customer was told not to use that cart, borrowed one from Stores to take their purchases to their lab.</p> <p><b>Actions and Resolutions:</b></p> <p>1) Unstable carts (with pivoting front axle) not allowed to be used for transporting chemicals. New cart to be purchased.</p> <p>2) Secondary containment must be used for transporting any chemicals or solvents. Acceptable secondary containers are cardboard solvent boxes or rubber carriers or plastic trays. Reminders to be sent to all lab safety reps.</p> <p>NOV Update: The group has discussed this incident at their group meeting and have confirmed that they will not use the unstable cart for moving hazardous materials. They have identified that they do have an appropriate cart available to use. CHEM LST will review if the cart is appropriate for the intended use. Item 2 is remains in progress. GS to discuss at next faculty meeting. Signage on the unstable cart needs to be posted on the cart. It is recommended the unstable cart be disposed of.</p> <p><b>LST Comments:</b></p> <p>This item is in progress. The LST would like to create some guidelines for the department in terms of what are acceptable carts and not acceptable carts.</p> <p>It was noted that the group hasn't labelled the cart that was involved in the near miss with "do not use" signage. Chem Stores has been doing an excellent job reminding</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			everyone about which carts are not acceptable to use for transporting hazardous materials. Also, they have been distributing the department's guideline for Safety Transporting Hazardous Materials.			
138276 138311	C	Nov 6, 2025	<p><b>Chemical in Eyes</b> Student was removing pipet bulb from their Pasteur pipette, and a drop of Isoamyl acetate splashed from the pipette bulb into their left eye. The student washed their eyes using an eyewash station for 15 minutes. First aid was called immediately and arrived within 10 minutes.</p> <p>CHEM LST: Student was wearing lab coat, safety glasses, long pants and lab coat.</p> <p><b>Actions and Resolutions:</b> 1) Review pipetting procedures with students and remind them to not point the pipette and pipette bulb towards themselves. 2) Check to see if safety glasses fit the individual properly.</p> <p>NOV Update: Safety glasses should fit the individual properly. Request for lab instructor to check.</p> <p><b>LST Comments:</b> All items have been completed. Item 1 was discussed and completed during the pre-lab talk. Also, the student has the type of safety glasses that fits very snugly.</p>	WC/MC/JC	Complete	C
138412/138436	C	Nov 20, 2025	<p><b>Needle Stick</b> Volunteer student was wearing all of their PPE: lab coat, safety glasses and gloves. The student reached into a beaker filled with septa equipped with sharp-ended needles. One of the needles stabbed them in the middle</p>	MC/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>finger on right hand. The student bled for ~5 minutes while rinsing their finger under running water.</p> <p>CHEM LST: UBC First Aid was not called. Long Pants and closed toed shoes were also being worn.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>1) Needle SOP and training must be created and documented (in red folders).</li><li>2) Needles stuck in septa should be one time use only, replaced with a blunt needle or taken out carefully using a pair of forceps.</li><li>3) Remind group that UBC First Aid must be called at 604-822-4444 for all injuries.</li></ol> <p><b>LST Comments:</b></p> <p>All items have been completed. Needle use SOP has been written and training has been given to all members of the lab. Volunteer has been shown how to properly handle needles to prevent future needle sticks, and training has been completed.</p>			
138411/138415	C	Nov 24, 2025	<p><b>Needle Prick from Removing Gas Needle</b></p> <p>Volunteer at 4:35 PM was removing a needle providing argon gas to deoxygenate a chemical reaction performed in a test-tube shaped vial. The vial placed in a Styrofoam holder stand but was not clamped. Thus, the student had to hold the vial near the top to remove needle and removal of needle caused puncture to finger on left hand.</p> <p>Upon puncture, volunteer immediately washed hand for 10 minutes and First Aid was called at 4:38 PM and arrived at 4:45 PM to assess student. After taking down</p>	MC/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>information and was assessed, volunteer felt fine but was sent home for the night.</p> <p>CHEM LST: Volunteer was wearing safety glasses, lab coat, nitrile gloves, long pants, and closed-toed shoes. The vent needle was not contaminated. It was noted by the post doc that a sharp-ended needle was required for the task.</p> <p><b>Actions and Resolutions:</b> 1) Develop needle usage SOP for deoxygenating reactions. Including, training HQP's to remove needles safely and document in red safety folder after everyone has been trained.</p> <p><b>LST Comments:</b> All items have been completed. Needle use SOP has been written and training has been given to all members of the lab.</p>			
138419/138418	C	Nov 24, 2025	<p><b>Failure of glass reaction vessel</b></p> <p>A student was setting up a reaction they had setup previously in a fume hood in a 10 mL Straus flask. The reaction contained 3 mL of toluene. NaBH<sub>4</sub> in 2 mL of methanol had been added. There was likely evolution of hydrogen gas. The student got distracted with another reaction after the addition of reagents and had kept the reaction vessel closed. Gas had built up in the reaction and the vessel had ruptured. The student was away from the fume hood and wearing safety glasses, lab coat and nitrile gloves and suffered no injuries.</p> <p>CHEM LST: Blast shield was not being used. This incident was not reported immediately.</p>	MC/GS	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>1) Review available SOP and update to include section on gas generating reactions</li><li>2) Review incident and review best practices at group meeting to retrain the group</li><li>3) Remind and retrain everyone with the updated procedures.</li><li>4) Remind everyone that this type of incident is immediately reportable. Although there were no injuries, there was a potential for serious harm, and as per the Workers Compensation Act, we need to report it immediately.</li><li>5) It is recommended not to use a Straus flask for this type of reaction. GS to follow up with the PI and the group in January.</li></ol> <p><b>LST Comments:</b></p> <p>Items 1, 2 and 3 has been completed. It 4 will be discussed at the next group meeting in January 2026. It is recommended not to use a Straus flask for this type of reaction. GS to follow up with the PI and the group in January.</p>			
138462	C	Nov 27, 2025	<p><b>Reaction Mixture Splash</b></p> <p>A student was carrying out a synthesis of salicylic acid in the teaching lab. The student was wearing appropriate PPE including nitrile gloves, safety glasses, and a lab coat and had completed all required pre-lab work.</p> <p>The student had just finished refluxing a reaction mixture (they had mixed NaOH and methyl salicylate in water to make salicylic acid in a round bottom flask (RBF)). The</p>	GS/MC	Complete	C

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

			<p>student removed the reaction mixture from the heat by lowering the heat source away using the lab jack. They loosened the clamp on the retort stand to slide the RBF down to cool it in an ice bath. As they were sliding the clamp down the retort stand it got a bit stuck so jerked unexpectedly to a stop. A small amount (appeared to be &lt;5 mL) of the hot reaction mixture splashed out of the neck of the RBF onto the benchtop. Some splashed on the student's right hand. Some was on their glove and some was on the exposed skin of their wrist between their gloves and lab coat sleeve. None was on the lab coat. The student immediately removed their glove and rinsed their wrist with soap and water for 25 minutes. The student did not think that they had any burns.</p> <p>I called UBC First Aid at 2:41PM and collated copies of the SDS for each reactant and product, which were supplied to UBC First Aid when they arrived 15 minutes later. UBC First Aid offered to accompany the student to Urgent Care if the student wanted. The student declined further medical treatment after consulting with First Aid.</p> <p>The student was offered the opportunity to complete the lab on a different day. They decided to continue with their lab after a short break. They were advised to avoid moving hot solutions and to instead use the lab jack to raise/lower heat and ice from their hot RBF. When moving the clamp, they were advised to loosen the clamp on the retort stand more to avoid catching.</p> <p><b>Actions and Resolutions:</b></p> <p>1) Student was advised to avoid moving hot solutions and to instead use the lab jack to raise/lower heat and ice from</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>their hot RBF. When moving the clamp, they were advised to loosen the clamp on the retort stand more to avoid catching.</p> <p><b>LST Comments:</b> All items have been completed.</p> <p>It was noted that the SRS call center person requested for the instructor to call SRS (EH&amp;S) to report the issue. The instructor did not have access to the SRS pager number, and asked the dispatcher to assist them.</p>			
138459	C	Nov 27, 2025	<p><b>Stuck Glass Stopper</b> A student was carrying out a synthesis of salicylic acid in the teaching lab. The student was wearing appropriate PPE including nitrile gloves, safety glasses, and a lab coat and had completed all required pre-lab work in the course. In a previous (completed) pre-lab, this included explicit instruction in the lab manual to "never cool a reaction with a cork or glass stopper in the neck of the RBF. This makes the cork or glass stopper seal into the RBF and can make it impossible to remove." Students have been instructed to always ask a TA or lab staff for help if glassware gets stuck.</p> <p>The student had just finished refluxing a reaction mixture (they had mixed NaOH and methyl salicylate in water to make salicylic acid in a round bottom flask (RBF)). The student removed the reaction mixture from heat, added a glass stopper to the top of their RBF, then cooled the RBF in an ice bath. The glass stopper got stuck. The student did not inform their TA or lab staff that the stopper was stuck. In an attempt to unstick the glass stopper, the student heated their RBF (with the glass stopper in the neck) back up using a thermowell. When they successfully removed</p>	GS/MC	Complete	C

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

			<p>the glass stopper out of the neck of the heated RBF, the reaction mixture (containing water, excess NaOH, the salt of salicylic acid and possible residual methyl salicylate) sprayed up out of the flask. Some of the mixture sprayed onto the lower part of their face, including a small amount that went into their mouth. The student immediately spat the mixture out and rinsed their face and mouth for 20 minutes in the eye wash station.</p> <p>UBC First Aid arrived at 2:58 PM. First Aid was immediately provided with print-outs of the SDS for all reactant and product chemicals. Poison control was called at 3:01PM and advised the student to rinse the area on their skin and rinse their mouth out, which they continued to do for 20 minutes at the eye wash station. Poison control advised that, in the absence of any visible blisters or difficulty swallowing, the student did not need to seek medical attention. UBC First Aid decided to escort the student to Urgent Care out of an abundance of caution.</p> <p>The student has been reminded to never seal a hot vessel while it is cooling, to never heat a sealed vessel, and to ask for assistance with any safety concerns including when glassware is stuck.</p> <p><b>Actions and Resolutions:</b> 1) The student has been reminded to never seal a hot vessel while it is cooling, to never heat a sealed vessel, and to ask for assistance with any safety concerns including when glassware is stuck.</p> <p><b>LST Comments:</b> All items have 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)*

<b>Item #</b> (Use Inspection #)	<b>Priority</b>	<b>Discussion/Comments/Recommendations</b>	<b>Assigned To</b>	<b>Follow up: Date Pending</b>	<b>Status</b>
July 2025	C	<b>Technical Services Areas</b> The annual safety inspections for the electronics shop (ES), the machine shop (MES), the Glass Shop, and the IT room were inspected in July. Sept update: the deficiencies are in progress NOV Update: In Progress.  <b>LST Comments:</b> Deficiencies for all the service areas have been completed, except for the Glass Shop and a few items in the Machine Shop.	MC/JS	N/A	IP
Oct 2025		<b>Missed Research labs</b> The second round of inspections for the missed research labs and offices located in CHEM A, D and E were inspected in late August and September. NOV Update: In Progress.  <b>LST Comments:</b> One lab has a couple of items that are pending.	MC	N/A	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)**

Oct & Nov 2025		<p><b>Inspections in Service Areas</b> The annual safety inspections for CHEM Stores, Mass Spec Lab, NMR Labs, XRD Labs and storage areas were inspected. NOV Update: In Progress. SIF inspection is pending.</p> <p><b>LST Comments:</b> The SIF was inspected earlier this month. All the deficiencies from the service areas have been completed.</p>	SM/KM/MC/TC/JS	N/A	C
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**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	<p><b>UBC CHEM Fire Extinguisher Training</b> Please contact <a href="mailto:safety@chem.ubc.ca">safety@chem.ubc.ca</a> to sign up.</p>	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	<p><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.</p>	MC	Ongoing	N/A
2020	C	<p><b>Development of Departmental SWPs</b> Previous discussions and notes can be found at <a href="https://chem.ubc.ca/safety/chemlst">https://chem.ubc.ca/safety/chemlst</a> within the January 18, 2024 CHEM LST minutes.</p>	GS	Referred Forward	N/A



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p><b>LST Comments:</b> Referred Forward.</p>			
Dec 2021	C	<p><b>Earthquake Securing Straps for Large Dewars and Compressed Gas Cylinders</b> Previous discussions and notes can be found at <a href="https://chem.ubc.ca/safety/chemlst">https://chem.ubc.ca/safety/chemlst</a> within the January 16, 2025 CHEM LST minutes.</p> <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 &amp; May 2025 - Double restraints for cylinders were installed in CHEM A319.</li> <li>• Sept 2025 - A service request has been submitted to provide restraints for a table and LASER.</li> <li>• Nov 2025 - A308 – 2 x restraints for cylinders were installed.</li> </ul> <p><b>LST Comments:</b> There are a couple of cylinders in CHEM B that need to be secured at 2-points. KM to submit a service request.</p>	SM/KM	In Progress	IP
Feb 2021	C	<p><b>Dispensing LN2 Safely - Training</b> It would be useful to have an informational course and quiz available to the department as a training tool for dispensing liquid nitrogen.</p> <p>Sept update: Training will be improved, documented and then tested. Nov update: Two step training process with SOP and training test. In-person training will be available and if individual successfully shows they are capable of dispensing LN2 safety they will be granted access.</p> <p><b>LST Comments:</b> Tabled.</p>	SM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
N/A	E	<p><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.</p> <p>Two step training process with SOP and training test. In-person training will be available and if individual successfully shows they are capable of dispensing LN2 safety they will be granted access.</p> <p>NOV Update: In progress, started to look through the various available SOPs.</p> <p><b>LST Comments:</b> In progress.</p>	MC	In Progress	IP
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>Sept update: Glenn to follow up with SRS and the department's administrative team.</p> <p>NOV Update: Tabled.</p> <p><b>LST Comments:</b> Tabled.</p>	GS/MC	In Progress	IP

8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
N/A	E	<p><b>CHEM LST Member Updates and Concerns – Round Table</b> Are there any safety concerns or updates that were not discussed?</p> <p><b>LST Comments:</b></p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		FOS JOHSC – Science JOHSC is supporting the department with issues related to Cage 2 and was discussed at the Dec 11, 2025 meeting.			
N/A	E	<p><b>SRS Updates</b></p> <p><b>Recommended items to discuss at JOHSC/LST Meeting</b></p> <p><b>WorkSafeBC Renews UBC’s JOHSC Variation</b> We’re pleased to share that WorkSafeBC has approved UBC’s renewal application for the Joint Occupational Health &amp; Safety Committee (JOHSC) variation. This variation allows UBC to continue using the JOHSC structure designed specifically for the size and complexity of the Point Grey campus.</p> <p>WorkSafeBC first requested a new committee model in 2017, noting that one committee could not adequately support such a large and diverse workplace. UBC developed the current multi-committee structure, which has been renewed on a regular basis ever since.</p> <p><b>How JOHSCs Support the Renewal</b> Each renewal depends on the strong participation and documentation maintained by our JOHSCs, including:</p> <ul style="list-style-type: none"> <li>• Annual committee evaluations</li> <li>• Monthly meeting records</li> <li>• Confirmation that all workers are represented</li> <li>• Up-to-date Terms of Reference</li> <li>• Posted committee member information and recent meeting minutes</li> <li>• Union confirmation supporting the continuation of the variation</li> </ul> <p><b>What’s Next</b> The newly approved variation is valid until November 14, 2029 (extended to five years) unless cancelled by WorkSafeBC.</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		<p>Thank you to all JOHSC members and partners for your ongoing commitment to health and safety at UBC, you play a central role in the success of this renewal.</p> <p><b>Orange Folder: Supporting Faculty and Staff in Distress</b> The Orange Folder is a mental health support tool designed to help UBC faculty and staff respond to colleagues who may be experiencing a mental health crisis or emergency.</p> <p>There are now two versions available:</p> <ul style="list-style-type: none"><li>• Orange Folder (2-page guide) — A quick-reference guide with key steps and emergency contacts</li><li>• Comprehensive Orange Folder (5-page version) — Includes additional guidance for managers, supervisors, and front-line staff</li></ul> <p>Both versions are attached to this email. These resources outline how to recognize signs of distress, respond with care, and connect individuals to appropriate support.</p> <p>For questions about the Orange Folder, please contact <a href="mailto:hr.healthwellbeing@ubc.ca">hr.healthwellbeing@ubc.ca</a></p> <p>For broader mental health resources, visit <a href="#">Faculty and Staff Mental Health Resources</a>.</p> <p><b>Informational Items</b></p> <p><b>Annual Seasonal Shutdown and Holiday Tips</b> Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p>			



8. NEW & OTHER BUSINESS																		
	<table border="1"> <thead> <tr> <th>Seasonal Shutdown Tips from Sustainability</th> <th>Holiday Tips from Campus Security</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Switching off electronics</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Closing and locking office and exterior building doors &amp; windows</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Turning off the lights</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Turning off office lights and electronic equipment</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Unplugging small appliances</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Locking away portable equipment, tools, laptops and any external data devices</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Closing windows and blinds</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Closing blinds and curtains</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Reporting any air or water leaks</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Locking valuable personal property out of sight or taking it home</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Shutting fume hood sashes</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Ensuring all your data devices are encrypted for security</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Shutting down non-essential lab equipment</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Protecting your building and office keys at all times to prevent risk to your workspace.</li> </ul> </td> </tr> </tbody> </table>	Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	<ul style="list-style-type: none"> <li>Switching off electronics</li> </ul>	<ul style="list-style-type: none"> <li>Closing and locking office and exterior building doors &amp; windows</li> </ul>	<ul style="list-style-type: none"> <li>Turning off the lights</li> </ul>	<ul style="list-style-type: none"> <li>Turning off office lights and electronic equipment</li> </ul>	<ul style="list-style-type: none"> <li>Unplugging small appliances</li> </ul>	<ul style="list-style-type: none"> <li>Locking away portable equipment, tools, laptops and any external data devices</li> </ul>	<ul style="list-style-type: none"> <li>Closing windows and blinds</li> </ul>	<ul style="list-style-type: none"> <li>Closing blinds and curtains</li> </ul>	<ul style="list-style-type: none"> <li>Reporting any air or water leaks</li> </ul>	<ul style="list-style-type: none"> <li>Locking valuable personal property out of sight or taking it home</li> </ul>	<ul style="list-style-type: none"> <li>Shutting fume hood sashes</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring all your data devices are encrypted for security</li> </ul>	<ul style="list-style-type: none"> <li>Shutting down non-essential lab equipment</li> </ul>	<ul style="list-style-type: none"> <li>Protecting your building and office keys at all times to prevent risk to your workspace.</li> </ul>	
Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security																	
<ul style="list-style-type: none"> <li>Switching off electronics</li> </ul>	<ul style="list-style-type: none"> <li>Closing and locking office and exterior building doors &amp; windows</li> </ul>																	
<ul style="list-style-type: none"> <li>Turning off the lights</li> </ul>	<ul style="list-style-type: none"> <li>Turning off office lights and electronic equipment</li> </ul>																	
<ul style="list-style-type: none"> <li>Unplugging small appliances</li> </ul>	<ul style="list-style-type: none"> <li>Locking away portable equipment, tools, laptops and any external data devices</li> </ul>																	
<ul style="list-style-type: none"> <li>Closing windows and blinds</li> </ul>	<ul style="list-style-type: none"> <li>Closing blinds and curtains</li> </ul>																	
<ul style="list-style-type: none"> <li>Reporting any air or water leaks</li> </ul>	<ul style="list-style-type: none"> <li>Locking valuable personal property out of sight or taking it home</li> </ul>																	
<ul style="list-style-type: none"> <li>Shutting fume hood sashes</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring all your data devices are encrypted for security</li> </ul>																	
<ul style="list-style-type: none"> <li>Shutting down non-essential lab equipment</li> </ul>	<ul style="list-style-type: none"> <li>Protecting your building and office keys at all times to prevent risk to your workspace.</li> </ul>																	
	<p><b>WorkSafeBC Inspection Reports (IR)</b> There were 8 inspection reports received since the last co-chair email.</p> <p>General Discussion Points:</p> <ul style="list-style-type: none"> <li>Report all incidents and near misses into CAIRS within 48 hours</li> <li>Investigations must be completed within 30 days</li> </ul> <p>IR202519654995A - receipt and acceptance of the UBC's full incident investigation report, slip &amp; fall, no orders issued.</p>																	



8. NEW & OTHER BUSINESS					
		<p><b>IR 202516973127A</b> - receipt and acceptance of the UBC's full incident investigation report, medical event and was transported to hospital, no orders issued.</p> <p><b>IR 202516973128A</b>- receipt and acceptance of the UBC's full incident investigation report, fire in-line filter connected to a co-generation engine, no orders issued.</p> <p><b>IR202516973129A</b> - receipt and acceptance of the UBC's full incident investigation report, medical event and was transported to hospital, no orders issued.</p> <p><b>IR202517748993A*</b> – Worksafe attended carbon monoxide leak, no injuries, boilers shutdown and locked out until qualified repair</p> <ul style="list-style-type: none"><li>• Review list of immediately reportable incidents - when in doubt contact campus security immediately</li><li>• Review your emergency evacuation procedures and confirm all staff are familiar</li><li>• immediately reportable incident must be reported to Campus Security immediately after contacting 911</li></ul> <p><b>IR202516973123A*</b> – worker medical emergency, UBC completing preliminary and full investigations. No orders issued.</p> <p><b>IR202517748986A*</b> - receipt and acceptance of preliminary incident investigation report (carbon monoxide leak) UBC to complete full investigation.</p> <p><b>IR202516973119A</b> – request to renew JOHSC variation under Workers Compensation Act, approved and no orders issued.</p>			



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>• complex workplaces can operate multiple JOHSCs provided regulatory requirements are met.</li> <li>• Committees must complete annual evaluations, meet monthly, and ensure Terms of Reference are current.</li> <li>• Ensure JOHSC member names, meeting minutes, and Terms of Reference are posted in SharePoint.</li> <li>• Ensure committee membership reflects all operational areas</li> </ul>			

9. NEXT MEETING	
Date:	January 15, 2026
Time:	2:00 pm
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	2:37 pm

**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