

**Chemistry LST Meeting Minutes** **APPROVED**

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates & Monica Clarkson

Date: February 20, 2025

Time: 11:01 am

Location: Online Zoom Meeting

AGENDA:

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

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jacqueline Higgins	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
Derek Gates	Chemistry – Faculty, Co-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	Chemistry - M&P, Co-Chair & Safety Program Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Resources/Guests	Work Location	Present	Regrets	Absent
Richard Wambolt	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. APPROVAL OF PREVIOUS LST MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business". Any incident specific items and follow up requests are to be listed below*)

(* See Legend at End for Priority and Status Codes)

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
129681/129682	C	Jul 22, 2022	<p>CHEM Glass Waste Previous discussions and notes can be found at https://chem.ubc.ca/safety/chemlst within the January 18, 2024 CHEM LST minutes. UBC Waste Management Services is in agreement with the department to allow for the metal glass waste pails to be labelled with spray paint. Labelling the pails will help UBC Waste Management workers to identify and deliver the marked "UBC CHEM" metal pails to CHEM. Several of the</p>	DG/MC	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>metal pails have already been labelled and is still in progress.</p> <p>Mar 2024 - It was noted that the CHEM LST has had a lack of support from UBC Waste Management Services. This item has been flagged to be discussed at the FOS JOHSC.</p> <p>LST Comments: No updates at this time.</p>			
134771/134769	C	July 12, 2024	<p>Cart Struck Against NMR Magnet</p> <p>A worker was asked by another staff member to place ice cream (for department event) into a freezer located inside the NMR lab. The ice cream was brought to the lab using a borrowed cart from CHEM Stores, which contained materials with magnetic properties.</p> <p>A technician was using a cart around the magnet area (500MHz NMR magnet) without realizing there are some magnetic parts in the cart. The cart was pulled to the bottom of the magnet by the force of magnetic attraction. Our engineers have helped to detach the cart from the magnet afterwards. The cart hit the probe, shim stack and BST. We do not know if there are any damages yet. What we do know is one cable is damaged.</p> <p>I was using a cart (metallic, mostly aluminum but some iron probably) to transfer some items in a freezer located on the southeastern corner of the lab. The cart was placed at around 0.5-1 meter away from the spectrometer when I left it to retrieve the items from the freezer. While emptying the freezer I noticed the cart slowly glide toward the spectrometer and accelerated and eventually flew up and got stuck to the bottom of the instrument, near the probe, due to the strong magnetic field. I panicked for a moment and tried to dislodge the cart myself, but did not</p>	MR/MC/ JS/KM	In Progress	IP

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

		<p>succeed. I then went to the mechanical shop to ask for the help of a colleague there, and two colleagues arrived and inspected the situation, pointing out that a cord was partially damaged by the pressure between the cart and the probe. They were hesitant to dislodge the cart since they did not wish to damage the magnet and spectrometer further. I texted my manager who was working remotely, and they got in contact with two other colleagues in electronic shop who collaborate with us often. the colleagues from electronic shop arrived and spoke to my manager on the phone, and they decided the damage of spectrometer was probably not the most severe, given the magnet did not quench upon the collision. They decided that they would try to dislodge the cart carefully with some aluminum bars which do not attract to magnets.</p> <p>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>Sept 2024: The freezer (- 20 deg C) is required in the space for the industrial clients.</p> <p>Nov 2024: all items except for item 3 have been completed. Procedures are available but need to be updated.</p> <p>LST Comments: No updates at this time.</p>			
136382	C	Jan 14, 2025	<p>Student Feeling Unwell Student reported feeling unwell prior to start of lab, as students were assembling in the laboratory space. Student proceeded to sit down in laboratory space. Student was guided to adjacent office space, offered water, and UBC First Aid was called and attended to the student.</p> <p>Resolutions:</p>	MC	C	Complete



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(1) The faculty and staff followed the appropriate response for the unwell student.</p> <p>LST Comments: This incident is closed.</p>			
136478/136473	C	Jan 30, 2025	<p>Needle Poke The student visitor (unpaid) was drying a compound on their high-vacuum manifold. The compound was in a vial with a septum that was connected to the vacuum through a needle. While removing the septum, the needle punctured their finger. The needle was chemical-free. The student then washed their finger while another laboratory member contacted me (the PI) and called campus first aid.</p> <p>Resolutions: (1) Remind individual to use a blunt-ended needle.</p> <p>LST Comments: All items have been completed.</p>	MC/JH	C	Complete
136533/136526	C	Feb 4, 2025	<p>Glass Cut A postdoctoral fellow was removing tubing from a glass condenser. After cutting the tubing with a blade, they pulled the tubing off. In so doing, the glass readily broke and sliced their left middle finger. They then flushed the injury with water while another student in the laboratory called campus first aid. The lab then notified the department safety manager and the PI.</p> <p>Resolutions: (1) All glassware in lab was inspected for flaws. (2) The lab will be reminded to use cut resistant gloves while working with tubing/glass connections.</p>	MC/JH	C	Complete



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			<p>LST Comments: All items have been completed.</p>		

5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
Dec 2024	C	<p>CHEM A There were three lab inspections that were missed this term. They were completed earlier this month. During these inspections it was noted that a lot of the CHEM A fire extinguishers have expired and need to be service. A service request was submitted immediately. Elite FX been notified and will contact us soon.</p> <p>LST Comments: The outdated fire extinguishers in CHEM A have been serviced and the outstanding deficiencies from the inspection checklists have been completed.</p>	MC/TC	Closed	C

* *GI- General Inspection*
LI - Lab Inspection
S&SI Shops & Services Inspections

**6. EDUCATION AND TRAINING**

(General discussion, RMS Courses, external training opportunities etc. For all actionable items please list below)

Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
N/A	E	UBC CHEM Fire Extinguisher Training Please contact safety@chem.ubc.ca to sign up.	MC	N/A	N/A

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

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
E	E	CHEM LST Safety Minutes 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 16, 2025 CHEM LST minutes. <ul style="list-style-type: none"> December 2024 - Half sized compressed gas cylinders were secured in A120. LST Comments: Double restraints for renovated space located on the third-floor have been completed.	MR/KM	In Progress	IP
Feb 2021	C	Dispensing LN2 Safely - Training It would be useful to have an informational course and quiz available to the department as a training tool for dispensing liquid nitrogen. LST Comments: This item has been referred forward.	MR	Referred Forward	RF



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
N/A	E	<p>Needle SWP Rich will work with CHEM to help provide a SWP for working safety with needles.</p> <p>LST Comments: 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>	MC/RW	N/A	IP
N/A	N/A	<p>Safety Education and Training Assistance 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> <p>LST Comments: Please email safety@chem.ubc.ca to let us know if you can participate in this sub-committee.</p>	N/A	N/A	IP

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
Feb 2025	E	<p>CHEM LST - Terms of Reference Updated The CHEM LST Terms of Reference was updated with the new membership.</p>	MC	N/A	C
N/A	E	<p>CHEM LST Member Updates and Concerns – Round Table Are there any safety concerns or updates that were not discussed?</p> <p>LST Comments: Rich – WPL Update for Biosafety and Chemical Safety Refresher courses. These courses will be updated this coming March. Existing certificates from the previous course will not be available once the new course has been launched. Individuals who are affected by these changes have been emailed with information, and were requested to download their completed certificates.</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		Monica – FOS JOHSC highlighted some of the recent CHEM/PHYS fume hood issues during the Feb 13, 2025 meeting.			
N/A	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Snow?</p> <p>The forecast says that snow is on the way! For information on ice prevention, snow removal and links to campus notifications and protocols visit the UBC Facilities website.</p> <p>Office Ergonomics</p> <p>The UBC Ergonomics Team is looking for dedicated staff members who are interested in learning more about ergonomics and becoming an Office Ergo Rep in their department. Ergonomics can play a key role in improving staff wellbeing, health, and safety. Office Ergo Reps are trained in simple workstation set-ups, signs and symptoms of injuries from poor ergonomics, and strategies to reduce musculoskeletal injuries —all to help ensure your colleagues feel comfortable and supported in their workspaces!</p> <p>Upcoming Training Sessions</p> <p>Choose from one of our upcoming training dates:</p> <ul style="list-style-type: none"> • Thursday February 20th, 9am-12pm • Tuesday February 25th, 9am-12pm <p>Sign up now through the Office Ergo Rep Canvas Course! Once you have enrolled, please make sure to review the Welcome & Program Training and Requirements section before selecting a timeslot. Once you have registered in a timeslot, no further action is required at this time.</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS				
		<p>Why become an Office Ergo Rep?</p> <ul style="list-style-type: none">• Gain valuable expertise in ergonomics<ul style="list-style-type: none">• Play a vital role in promoting wellbeing, increasing productivity, and preventing injuries• Help colleagues feel more comfortable and supported at work• Build leadership skills and make an impact in your department <p>What's involved?</p> <ul style="list-style-type: none">• Training: Attend a 3-hour, in-person training course. We will equip you with the practical skills, knowledge, and tools to assist your colleagues with basic ergonomic needs.• Ongoing support: No quizzes or assignments—just the satisfaction of helping others. Plus, our ergonomics team will always be there to back you up with complex cases or questions. <p>Questions? If you would like more information, feel free to reach out to us at ergonomics.info@ubc.ca</p> <p>Informational Items</p> <p>Preventing and Responding to Sexual Misconduct</p> <p>UBC has updated its Sexual Misconduct Policy and has launched new training for all faculty and staff to ensure everyone understands UBC's expectations under the revised policy.</p> <p>A new mandatory training course has been created for faculty and staff. The new course, called Preventing and Responding to Sexual Misconduct, will take approximately 15-20 minutes to complete. It is accessible through Workplace Learning (WPL) and will educate all faculty and staff on the policy, including how</p>		



8. NEW & OTHER BUSINESS				
		<p>to support a workplace free from sexual violence and how to respond to disclosures of sexual violence in a trauma-informed way.</p> <p>Please encourage your teams to complete the training by February 28. Faculty and staff who have not completed the training by that date will receive reminder notifications via Workday until they have done so.</p> <ul style="list-style-type: none">• Find out more about UBC's revised Sexual Misconduct Policy• To complete the training, visit Preventing and Responding to Sexual Misconduct <p>Learners are encouraged to complete the training in an environment that feels safe for them and to reach out to the Sexual Violence Prevention and Response Office (Vancouver or Okanagan) for support as needed.</p> <p>LST Training You can register LST training here.</p> <p>WorkSafeBC Inspection Reports (IR) There was one inspection reports received since the last co-chair email.</p> <p>1) DECEMBER 13, 2024 – IR #202416709097A</p> <p>Description:</p> <ul style="list-style-type: none">• Inspection Report – WSBC Accepts Full Investigation Report (UBC Facilities)• WSBC Accepts Full Investigation Report related to an incident which occurred on Dec 19, 2024 (posted on Dec 24, 2024). Worker was checking the building generator and received a shock to their lower leg. Worker attended the hospital for further medical assessment. Zero (0) orders were issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p>		



8. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none">Contractors working in UBC spaces must abide by UBC health and safety rules and processes. UBC staff who witness an unsafe act or condition must report it immediately. Call Campus Security @ 604-822-2222.As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation ActReminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.		

9. NEXT MEETING	
Date:	Mar 20, 2025
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:16 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