

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

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates & Monica Clarkson

Date: June 19, 2025

Time: 11:02am

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 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"/>
TBD	Chemistry - M&P, Director, Technical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tori Christianson	Chemistry – CUPE 2950, Outreach and Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Sedgwick	Chemistry – Shops and Services Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline Higgins	Chemistry – Graduate Student	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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
Rich Wambolt	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Paduraru	UBC Safety & Risk Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	No
April	<input checked="" type="checkbox"/>	<input type="checkbox"/>
May	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted?	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	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	DG/MC	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>marked "UBC CHEM" metal pails to CHEM. Several of the 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. This incident will be moved to ongoing business.</p>			
137128		Apr 14, 2025	<p>Liquid Nitrogen Dispense Station Malfunction At approximately 5:00 PM on April 14, a message from an Electronics Shop staff member stating that a researcher had reported continuous nitrogen purging into a dewar in the liquid nitrogen (LN2) dispensing room. The researcher suspected a possible leak and reported that the electronic shut off valve was not responding. The researcher was able to connect with CHEM staff over the phone to assess the situation. Upon review, it was suspected to be a malfunction in the solenoid valve. Given the potential safety risk of excess nitrogen filling the room, the researcher contacted 911, and the fire department responded. The CHEM staff member was able to give direction to the fire fighters. The fire fighters with appropriate safety equipment (oxygen masks) and cryogenic gloves, were guided to enter the room and shut off the manual shut off valve.</p> <p>Actions and Resolutions: (1) Update and provide operating procedures for liquid nitrogen dispense station. • Reassess emergency access protocols to external shutoff valves.</p>	KM/MC/MR	In Progress	IP

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

			<p>(2) Improve training with an emphasis on trouble shooting and emergency shut off procedures.</p> <ul style="list-style-type: none">• Improve after-hours incident response plans for critical infrastructure.• Ensure individuals are trained and equipped to handle similar incidents safely. <p>(3) Check to see if monthly inspections are being done and if needed add a note to test electronic shut off valve button and the manual shut off. The solenoid valve is tested regularly.</p> <p>(4) Review and possibly upgrade the solenoid valve reliability and maintenance schedule.</p> <p>(5) Improve signage for emergency response procedures and for manual shut off valve</p> <p>May Update: Procedures have been updated and solenoid valve has been replaced. Solenoid valve gets tested daily.</p> <p>Individuals are getting trained by the machine shop staff, and once training has been completed, they are provided with a fob to access the dispensing station. It was discussed that training and the documentation of training needs to be improved.</p> <p>LST Comments: In progress.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
137111/137122		May 8, 2025	<p>Fall with NMR Tube Tripped and fell while walking up the stairs with NMR tube in hand. The glass tube broke and cut the left hand.</p> <p>CHEM LST Notes: The student went back to their lab, washed their hands and used a Band-Aid. The NMR sample had deuterated chloroform in it. No solvent was exposed to their skin. The student was working with 2 other people and they were not working alone. The incident was late and it was not their usual working hours.</p> <p>Actions and Resolutions: (1) Will remind everyone in the group to walk carefully and watch their steps while going up and down stairs. (2) Remind everyone to not work if they are feeling fatigued. (3) It was suggested to use the hand rail. (4) Notify student that UBC First Aid is available 24/7 and can be reached by calling 604-822-4444. (5) Recommend that an NMR tube carrier can be used for transport.</p> <p>May Update: Items 1, 3 and 4 were completed.</p> <p>LST Comments: All remaining items have been completed.</p>	WH/MC	Complete	C
137148/137150		May 13, 2025	<p>J-Young Tube Break Student was putting the cap on a J-young tube (which has delicate glass); the glass broke and cut their hand. The student was wearing a lab coat and gloves. They thought the tube may have dichloromethane in it (they were using this as a solvent), so sought first aid (UBC First Aid). It was recommended that they go to UBC Urgent care.</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>Actions and Resolutions:</p> <p>(1) Recommend to Inspect J-Young Tube prior to handling.</p> <p>(2) Recommend to hold the J-Young close to the top to reduce the amount of stress on the narrow part of the glassware.</p> <p>(3) Remind student to be careful when handling glassware.</p> <p>(4) Group is assessing the use of cut-proof gloves.</p> <p>LST Comments:</p> <p>All items have been completed.</p> <p>During a follow up visit, it was noted that that the o-ring tends to swell with certain solvents, and for these solvents it would be better to use a stopcock that doesn't require an o-ring.</p>			
137258/137249		May 29, 2025	<p>Sodium Azide Spill</p> <p>Student placed the closed bottle of sodium azide on the bench top, after setting a reaction. They then left the lab and took off their lab coat. They re-entered the lab wearing safety goggles to tape the lid of the bottle of sodium azide sealed shut. To do so, they cut a piece of electrical tape. While holding the long piece of tape, one end accidentally stuck to the bottle, near the bottom. As they pulled the tape, the bottle was unintentionally pulled off the surface and fell to the ground and broke. Before the bottle fell to the ground, they took a large step back, they were approximately 3 meters away from the bottle before it fell on the ground. They immediately told a senior lab mate of sodium azide spilled on the ground and they evacuated the lab. The student called campus security to report the incident. Campus Security, Chem safety staff, SRS, the fire department and the ambulance attended.</p>	MC/JC	Complete	C

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

		<p>CHEM Local Safety Team (LST): Safety glasses, long pants, closed-toed shoes and nitrile gloves were being worn. Lab coat was not being worn, but is required when entering the lab space. The student used solvent carriers to transport materials from storage to fume hoods area.</p> <p>It was recommended that the student proceed with a decontamination. The student was asked to wear a Tyvek suit before leaving the building. The fire department provided an assessment and requested for the student to be transported to the hospital. Before entering the ambulance, the student was requested to shower and change before being transported to the hospital.</p> <p>Spill Response: With consultation with the SRS Chemical Advisor it was determined that no additional labs needed to be evacuated. All personnel including lab members and Building Operations (BO) were notified not to enter the affected room. A do not enter sign and do not enter tape was placed on the outside door to prevent people from entering the space. Nucor Environmental was called to clean up the spill and to dispose of the spilled materials. SRS requested for BO facilities manager to shut off one of the air handlers until the spill was cleaned up. Nucor Environmental entered the room to clean up the spill. Once the spill was cleaned up the air handler was turned back on. As per the SRS Chemical Advisor, it was okay to re-enter the room after the air handler had been running for an hour. After the air handler had been on for an hour, occupants and BO workers were notified that it was okay to re-enter the room.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>Student mentioned they had procedures available. A copy of the procedures has been requested by the CHEM LST. Copies of the procedures have been added to the incident report.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">(1) Tidy area in the fume hood.(2) Student has been reminded that lab coats are mandatory in the research lab and must be worn at all times in the lab.(3) Remind student that the sodium azide should be handled inside the fume hood until it is ready for transport to the appropriate storage area.(4) Provide available procedures to CHEM Local Safety Team (LST). <p>LST Comments:</p> <p>All the items have been completed.</p>			
137268		June 3, 2025	<p>Very small cut from Opening Ampoule of d-DMSO</p> <p>Opening ampule of deuterated DMSO and cut middle finger. Immediately removed gloves and washed finger then applied a Band-Aid. The cut is incredibly small.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">(1) Remind student to use cut proof gloves when opening ampoules(2) Remind student to call UBC First Aid to report all incidents. <p>LST Comments:</p> <p>All the items have been completed. It was noted that the ampoule was 1 mL.</p>	MC/WH	Complete	C



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<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
Feb 2025	C	<p>CHEM D & E All research labs and offices located in CHEM D and E were inspected in February and the first week of March. April update: 83% of the deficiencies have been completed. May update: 97% of the deficiencies have been completed. 1 item remains in progress. LST Comments: All deficiencies have been completed.</p>	MC	N/A	C
March 2025		<p>CHEM A All research labs and offices located in CHEM A were inspected in March. LST Comments: Deficiencies are in progress.</p>	MC	N/A	IP
April 2025		<p>Building Inspections for CHEM D & E Building inspections for buildings D and E have been completed. Only minor deficiencies were noted. LST Comments: Completed.</p>	NG	N/A	C
May 2025		<p>CHEM B, C & Spill Kits All the CHEM teaching labs and spill kits were inspected in the May. LST Comments: There were only a few deficiencies to note.</p>	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	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"> Dec 2024 - Half sized compressed gas cylinders were secured in A120. Feb 2025 - Double restraints for renovated space located on the third-floor have been completed. Mar & May 2025 - Double restraints for cylinders were installed in CHEM A319. LST Comments: No updates at this time.	MR/KM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Feb 2021	C	<p>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.</p>	TBD	Referred Forward	RF
N/A	E	<p>Needle SWP 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. LST Comments: No updates at this time.</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> <ul style="list-style-type: none"> MC to draft procedures, and will reach out for everyone's comments. <p>LST Comments: No updates at this time.</p>	N/A	N/A	IP
N/A		<p>Cage #2 – Hazardous Waste Disposal Cage 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"> MC to check records to see if drop off frequency has decreased post pandemic. 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>LST Comments: No concerns from users at this time.</p>	MC	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
N/A		<p>CHEM Annual Fume Hood Flow Tests CHEM annual fume hood flow tests have begun and is scheduled to be completed by May 1. Flow tests have been completed. Most of the re-tests for fume hoods with user error have been completed and have passed. The fume hoods which failed due to mechanical error have been submitted to Building Operations for their review.</p> <p>LST Comments: Waiting for the BO Engineer to review the deficiencies.</p>	MC	N/A	IP
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:</p>	N/A	N/A	N/A
N/A	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Safety Day A Safety Day specific email will be sent out early next week to all co-chairs so be on a lookout for that. The email will include full details about the event including the agenda for the day and how to register.</p> <p>Emergency Management - Earthquake and Emergency Preparedness Workshop Join a free personal emergency preparedness workshop designed specifically for the UBC campus community, hosted by Jackie Kloosterboer – Disaster Preparedness and Emergency Support Services Specialist.</p> <p>Around the world, communities have experienced major emergencies with serious impacts. Here in Vancouver, we are at risk of significant emergencies,</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS				
		<p>including large earthquakes. This online workshop will introduce simple steps you can take now to stay safe, prepare your space, and respond effectively in an emergency.</p> <p>Learn how a few practical actions today can help protect you and your community tomorrow.</p> <p>For further information and additional sessions, visit SRS Emergency Preparedness</p> <p>Informational Items</p> <p>Delta Branded Gas Valve Recall</p> <p>UBC Facilities team is conducting a review in response to a manufacturer-issued recall for certain models of Delta-branded gas ball valves installed in labs at UBC. The manufacturer is voluntarily recalling certain models between 2006-2025 as small leaks may occur due to small cracks in a valve component, posing a fire and burn hazard. Potential leaks only occur when the valve is open, and not when the valve is closed.</p> <p>Facilities Managers have recently sent out an email notice on May 15 to ask Building Administrators with lab spaces in their building to coordinate with their lab managers to identify all Delta-branded gas ball valves and contact their Facilities Manager. The Facilities Manager will then arrange a visit to the lab with the Facilities team to review and confirm whether the valves fall within the affected series.</p> <p>This is a precautionary step to ensure continued safety and compliance. Please note that not all Delta-branded models are affected, however, we would like to conduct a thorough review to confirm. For more information about the recall notice, please visit the Masco website.</p>		

**8. NEW & OTHER BUSINESS**

If you would like confirmation that this communication has been received in your building, please reach out to your Building Administrator or Lab Manager. For any questions or if you need assistance, please contact your [Facilities Manager](#).

LST Training

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

WorkSafeBC Inspection Reports (IR)

There was one inspection report received since the last co-chair email.

- a. IR202518189070A - response to a previous confined spaces inspection at Dairy facility in Agassiz, UBC has started provided signage and Worksafe has requested chart to list each space, contents, and entry requirements. – Zero orders issued
 - i. must ensure all confined spaces in the workplace are identified, inventoried, and documented whether worker entry is required
 - ii. must ensure a confined space program is in place that includes permits, air testing, mechanical ventilation, emergency response plans, and worker training.
 - iii. spaces with no entry must be secured or clearly labeled to prevent unauthorized access.
 - iv. Openings such as pits must be properly guarded to prevent falls
 - v. more about confined spaces, visit the SRS website



9. NEXT MEETING	
Date:	July 17, 2025
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:19 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