

**Chemistry LST Meeting Minutes** APPROVED

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates & Monica Clarkson

Date: May 15, 2025

Time: 11:02 am

Location: Online Zoom Meeting

AGENDA:

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

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Button	Chemistry – M&P, Stores Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken MacFarlane	Chemistry - M&P, Director, Finance and Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mohamad Rezaei	Chemistry - M&P, Director, Technical Services	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input type="checkbox"/>	<input checked="" 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 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
Rich Wambolt	UBC Safety & Risk Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 type="checkbox"/>	No <input type="checkbox"/>
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3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted?	Yes <input 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>			
136952/136960		Apr 9, 2025	<p>Fire in Metal Waste Bin</p> <p>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 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>Actions and Resolutions:</p> <ol style="list-style-type: none">(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.2) Review the potassium tert-butoxide SDS for storage and handling with the group.3) Review the general waste disposal procedures and check training records.	MC/JH/WH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<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 (CO₂). Halogens. Ketones. oxygen.”</i></p> <p>It was noted that it is not recommended to use weigh boats for reactive materials.</p> <p>Also, the individuals red safety folder needs to be completed.</p> <p>LST Comments: All the items have been completed.</p>			
136971		Apr 10, 2025	<p>Chemical Exposure During a reduction of an alkynyl nitrile to an aminoalkyne using LiAlH₄ (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</p>	JH/MC/WH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>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>Actions and Resolutions: (1) Visibly inspect all glassware for imperfections. Any glassware found to have any imperfections should be replaced and/or repaired.</p> <p>LST Comments: The glassware was inspected, and any glassware with imperfections were disposed of and replaced.</p>			
137004/137002		Apr 16, 2025	<p>Needle Stick Incident 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</p>	JH/MC	Complete	C

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

		<p>rest on a cork ring on top of a stir-plate inside the fume-hood. 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 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>Actions and Resolutions:</p> <ol style="list-style-type: none">(1) Remind all students and lab workers to follow instructions regarding needle disposal with emphasis that needles should not be recapped.(2) Recommend for the student to use a blunt ended needle for venting.(3) Update existing needle procedures to include proper disposal of needles after use. <p>LST Comments:</p> <p>All items have been completed.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
137117/137100		May 6, 2025	<p>Lab Fire</p> <p>Diethyl ether was being heated for a recrystallization. The solvent got too hot too quickly, boiled over, and caught flame. The fume sash was put down, "FIRE" was yelled to notify all nearby persons, and an ABC fire extinguisher was used to extinguish the fire. The incident lasted approximately 15 seconds. All persons were unharmed, the fire was contained to the fume hood, and there were no noticeable damages to any equipment. The Advisor to the group was notified via slack message, and the chemistry department safety officer was notified via email. Moments later I received a call from the safety officer to assess the situation over the phone, and a message from the Advisor on how to proceed. The fire department was called asked about the fire over the phone, asked if there were damages and if the fire had been extinguished. The fire department was told the fire had been fully extinguished for over 30 minutes, and there were no damages, and they said they would not come since there is nothing, they could do given the circumstances.</p> <p>Student chose to heat solvent directly on a hotplate stirrer by initially pre-heating the plate. The plate was hotter than they anticipated, solvent boiled over and caught fire. A colleague nearby reacted immediately and used an extinguisher to put the fire out within seconds leading to no observable damage or injury.</p> <p>Actions and Resolutions:</p> <p>(1) Assess the proper method for heating solvents for the purpose of recrystallization so they do not use direct heating from a hotplate, rather indirectly using a warm water or other well-controlled heating liquid. This would</p>	JH/MC/ WH/KM	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>have prevented the rapid boiling of the solvent, overflow, and ignition of the vapors.</p> <p>LST Comments: The corrective actions have been completed. It was asked if the recrystallization should occur under inert conditions. It was noted that for these conditions an inert atmosphere is not required, and this type of recrystallization is common practice in organic labs.</p>			
137110/137105		May 7, 2025	<p>Methanol Splash on Face Graduate student wearing lab coat, gloves and safety glasses, long pants and closed toed shoes was working in a fumehood trying to clean a Biotage column with a 10 mL syringe filled with 5 mL of reagent grade Methanol. The column over filled causing the methanol to splash up onto the researcher's face and neck. The researcher stopped what they were doing and within two minutes, went to the eye wash station to wash their face for about 45 seconds. Nothing went into the eyes. The researcher then called campus first AID and reported the incident to their supervisor and the safety officer. The safety officer came to the lab and helped the student wash their face for another 15 minutes. First aid did not show up to the room and asked the student to call 911 because they were not familiar with the chemical. The safety officer walked the researcher over to the hospital.</p> <p>Actions and Resolutions: (1) Provide an appropriate shield to prevent splash back. (2) Remind student that in the event of chemical exposure to immediately wash affected areas as per safety data sheet.</p>	WH/MC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(3) It is recommended that the glassware and column be clamped when flushing the column.</p> <p>(4) If the solvent compatibility is appropriate, it is recommended to use the Biotage instrument to flush the column.</p> <p>(5) Consider using Luer-Lock syringe glass/plastic</p> <p>(6) Consider using Teflon tape and Parafilm.</p> <p>LST Comments: Items 1, 2, 3 and 4 have been completed. It was discussed that that the group could consider using Luer-Lock syringes and using Teflon tape and Parafilm.</p>			
137118/137121		May 8, 2025	<p>Cut on Glass Ampoule A graduate student (unpaid) opened ampoules (deuterated toluene, 1 mL) wearing all required, including lab coat, safety glasses, long pants, closed toes shoes, nitrile gloves and cut resistant gloves (worn over the nitrile gloves). They placed the opened emptied ampoules on the floor of the fume hood to vent them. They then took off the cut-resistant gloves and used their hand to move the ampoules out of the way. A sharp edge from the ampoule cut through the nitrile glove and onto their thumb. The student washed their hand for 15 minutes in the sink, then put on a band aid to stop the bleeding. First AID was called and came within 8 minutes to attend.</p> <p>Actions and Resolutions: (1) Remind student and workers to use cut-proof gloves when handling broken glass.</p> <p>LST Comments: All corrective action items have been completed.</p>	JC/WH/MC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
137128		Apr 14, 2025	<p>Liquid Nitrogen Dispense Station Malfunction</p> <p>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:</p> <p>(1) Update and provide operating procedures for liquid nitrogen dispense station.</p> <ul style="list-style-type: none">• Reassess emergency access protocols to external shutoff valves. <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.</p>	KM/MC/MR	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<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>LST Comments: 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>			
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.</p>	WH/MC	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(4) Notify student that UBC First Aid is available 24/7 and can be reached by calling 604-822-4444.</p> <p>(5) Recommend that an NMR tube carrier can be used for transport.</p> <p>LST Comments: In Progress. Items 1, 3 and 4 have been completed.</p>			
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> <p>Actions and Resolutions: (1) Recommend to Inspect J-Young Tube prior to handling. (2) Recommend to hold the J-Young close to the top to reduce the amount of stress on the narrow part of the glassware. (3) Remind student to be careful when handling glassware. (4) Group is assessing</p> <p>LST Comments: In Progress.</p>	MC/?	In Progress	IP

**5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

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	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. LST Comments: 97% of the deficiencies have been completed. 1 item remains in progress.	MC	N/A	IP
March 2025		CHEM A All research labs and offices located in CHEM A were inspected in March. LST Comments: 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	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 2025 - Double restraints for cylinders were installed in CHEM A319. LST Comments: Double restraints were added to CHEM A319.	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
N/A	E	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.	MC/RW	N/A	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
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 updates 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.</p> <p>LST Comments: 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</p>	MC	N/A	IP



8. NEW & OTHER BUSINESS					
		to mechanical error have been submitted to Building Operations for their review.			
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>Building Emergency Response Plan (BERP) The 2025 BERP template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. Please email completed copies of the BERP to safety.risk@ubc.ca, with any individualized evacuation plans removed prior to submission.</p> <p>Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for disability and accessibility considerations.</p> <p>Amendments to the Occupational Health and Safety Regulation — Part 16, Mobile Equipment, Three-Point Seat Belts WorkSafeBC has approved amendments to Part 16 of the Occupational Health and Safety Regulation related to seat belt requirements on mobile equipment.</p> <p>Effective March 31, 2025, updates to sections 16.21 and 16.21.1 clarify when a minimum 3-point seat belt is required on Roll Over Protective Structure (ROPS) equipped prime movers. These changes aim to improve operator protection in rollover scenarios, particularly in higher-risk environments such as forestry, wildfire response, and steep-slope land clearing.</p>	N/A	N/A	N/A

**8. NEW & OTHER BUSINESS**

If your area purchases or oversees ROPS-equipped mobile equipment (e.g., haul trucks, forestry or land clearing machines), ensure that any equipment manufactured on or after March 31, 2027 is specified or ordered with a minimum 3-point seat belt to comply with the updated regulation.

Please see the attached document for the full approved amendments.

Emergency Preparedness Week

Emergency Preparedness Week (EP Week) is May 4 to 10 in 2025 and is a great time to learn about getting prepared for emergencies. Prepared BC will be hosting a series of webinars on:

- Inclusive Preparedness | May 5
- Cultural safety & preparedness | May 6
- Animal preparedness | May 7
- Insurance: why it matters | May 8th
- In it together: community preparedness | May 9th

To register for a webinar, click [here](#). Additional information on Emergency Preparedness Week from Prepared BC is available on their [website](#).

To learn more about Emergency Management at UBC, visit our website [Emergency Management | Safety & Risk Services](#)

Informational Items**LST Training**

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

WorkSafeBC Inspection Reports (IR)

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

- IR#202518189049A - inspection at UBC's Dairy Education and Research Centre to discuss confined space safety. UBC reminded



8. NEW & OTHER BUSINESS					
		<p>of need for proper confined space identification, hazard control, and risk management, especially around manure handling systems.</p> <ul style="list-style-type: none"> i. Details on confined spaces in the Worksafe summary attachment <p>b. IR# 202517529007A - inspection at the Malcolm Knapp Research Forest part of the 2025 Forestry Inspectional Initiative, inspection emphasized safe planning, coordination between harvesting phases, and the responsibilities of the prime contractor and site owner.</p> <ul style="list-style-type: none"> i. Working with contractors: ensure that hazards created in one phase do not pose risks in subsequent phases. Only one prime contractor can be responsible at a time. Before contractor work begins, a joint site walk helps confirm conditions and address existing hazards. Contractors must document hazards or deficiencies and report unresolved issues to the prime or owner. 			

9. NEXT MEETING	
Date:	June 19, 2025
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:56 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