

**Chemistry LST Meeting Minutes APPROVED**

Name of Team: Chemistry Local Safety Team

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

Date: November 20, 2025

Time: 2:00 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 checked="" 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"/>
Sebastian Medrano	Chemistry - M&P, Director, Technical Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tori Christianson	Chemistry – CUPE 2950, Outreach and Communications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeremy Sedgwick	Chemistry – Shops and Services Tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input 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?	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
138075	C	Oct 2, 2025	<p><b>Glassware Broken in Hand</b> Student was wrapping up an extraction, and was said to be rinsing the residues of the separatory funnel with ~2 mL of diethyl ether, and that the separatory funnel broke in their hand, causing a cut. UBC First Aid was called, and student was examined, and decided to go to the hospital to remove any potential glass shards in hand.</p> <p>PPE Worn: safety glasses, lab coat, long pants, and closed-toed shoes</p>	MC/MO/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Actions and Resolutions:</b></p> <p>(1) Remind students to be careful while handling glassware and to be aware of the space they are working in when shaking a separatory funnel.</p> <p>(2) Remind everyone to visually inspect the glassware for flaws before use.</p> <p>(3) Review procedures on how to use a separatory funnel and the emphasize on the importance of venting the system.</p> <p>October Update: Students will be reminded in 2 weeks when the next extraction is scheduled. It was recommended to remind students to visually inspect the glassware for flaws before use.</p> <p><b>LST Comments:</b></p> <p>All corrective actions items have been completed.</p>			
138138/138140	C	Oct 15, 2025	<p><b>Solvent Splash to Face</b></p> <p>Graduate student was acquiring methylene chloride from Solvent Purification System (SPS) using a 30 mL syringe + needle and the set pressure (10 PSIG) of the solvent purification system caused the plunger of the syringe to dislodge and splash the student's face with some methylene chloride solvent. UBC First Aid was called immediately and attended within 15 minutes.</p> <p>CHEM LST: Safety glasses, lab coat, long pants, and closed-toed shoes was worn during the incident.</p> <p><b>Actions and Resolutions:</b></p> <p>1) Lowering gas pressure to 5 PSIG is recommended.</p> <p>2) Using face shield when acquiring solvent is required.</p>	MC/WH/ KM/GS/BH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>3) Develop SOP to safety dispense solvent from SPS. 4) Review the incident at group meeting and to notify everyone with the updated procedures.</p> <p><b>LST Comments:</b> The CHEM LST completed a site visit. All items have been completed.</p>			
138291 138158	C	Oct 18, 2025	<p><b>Formic Acid Burn</b> Student was wearing all PPE except lab coat. The needle popped off the syringe as formic acid was being dispensed. This caused the liquid to splash onto the student's arm. Another student was notified and the affected student immediately washed their arm under running water for 15 min. Coworker called UBC first aid and then went to ER for further medical advice.</p> <p>CHEM LST: safety glasses, long pants, closed-toed shoes and nitrile gloves were being worn. The splash of formic acid resembled the size of a pea. UBC First Aid attended and transported student to the hospital.</p> <p><b>Actions and Resolutions:</b> 1) Remind students to wear lab coat when manipulating chemicals and when entering lab. 2) Review Proper needle/syringe use with student. 3) In addition to the minimum required PPE, it is recommended to use a face shield when working with formic acid. 4) Reminded student not to rush.</p> <p><b>LST Comments:</b> All items have been completed. Student will be using Luer lock syringes, wrapping the syringe/needle joint with</p>	MC/WH/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			Teflon or working behind the fume hood sash. SRS recommends for an SOP to be available for the safe handling of needles and syringes, and training to be provided. Once completed, the red safety folder should be used to document the training.			
138279 138258	C	Nov 4, 2025	<p><b>Cut by Broken Reaction Vial</b></p> <p>Graduate student was wearing all of their PPE prior to the incident: safety glasses, nitrile gloves and lab coat. The student was removing parafilm from a custom ~30 mL electrode vial (that had a crack). As they were removing the parafilm a piece of the glass broke off and cut their palm near their thumb. The student asked a nearby student for help and rinsed their hand under water for about 15 min. The student was aware of the UBC First Aid program but declined.</p> <p>CHEM LST: 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) Inspect glassware prior to use and throw away faulty glassware.</li><li>2) It was recommended that you could use tweezers to remove the parafilm.</li></ol> <p><b>LST Comments:</b></p> <p>Faulty glassware has been thrown out and student has been informed to inspect glassware prior to use. All items have been completed.</p>	WH/WC/MC	Complete	C
138280 138281	C	Nov 5, 2025	<p><b>Cart Tipped Over – Near Miss</b></p> <p>A customer had collected their items for purchase and placed items in their cart to move them back to their lab.</p>	KB/MC	In Progress	IP

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

			<p>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 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> <ol style="list-style-type: none"><li>1) Unstable carts (with pivoting front axle) not allowed to be used for transporting chemicals. New cart to be purchased.</li><li>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.</li></ol> <p><b>LST Comments:</b></p> <p>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>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
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.</p> <p><b>LST Comments:</b> Safety glasses should fit the individual properly. Request for lab instructor to check.</p>	WC/MC/JC	In Progress	IP
138321	C	Nov 11, 2025	<p><b>Organic Waste Exposure &amp; Foul-Smelling Vapor</b> All PPE was worn: lab coat, long pants, closed-toed shoes, gloves and safety glasses. Cold acetone (dry ice bath) was added into waste container which caused it to bubble over. The waste spilled onto the graduate student's wrist, lab coat and gloves. The gloves were immediately removed and the exposed area was rinsed thoroughly. The student knew about first aid but declined. The acetone being added also resulted in a very foul smell and the rest of the lab evacuated for about a hour. The smell was mostly gone after that time.</p> <p>CHEM LST: It is suspected that the odor resulted from the production of a very small amount of thioacetone. The graduate student had used Lawesson's reagent earlier in</p>	WC/MC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>the week and had quenched it. The graduate student quenches all the material and then transfers it to aqueous waste. It was suspected that some of the starting material may have remained in the organic layer.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>1) Remind student to wait for dry ice baths to warm back to room temperature before disposing.</li><li>2) Remind student to properly separate sulfur-based waste from general organic waste.</li><li>3) Request for clear jerrycans so researchers have an easier time determining when their waste is too full</li><li>4) Remind group that first aid must be called.</li></ol> <p><b>LST Comments:</b></p> <p>All items have been completed. Check lab coat for coverage for wrist area.</p>			
138348	C	Nov 13, 2025	<p><b>Sulfuric Acid Exposure</b></p> <p>A student in the lab likely got some sulfuric acid (concentrated i.e. 18 M) on their forearm. The student had completed all necessary pre-lab work including warnings that sulfuric acid is corrosive and to rinse immediately with water and let us know in case of contact. The student was wearing all required PPE including safety glasses, gloves, long pants, closed-toed shoes and a lab coat. They used sulfuric acid early on in the lab – likely by around 2:30pm. When they were completing the last step of their lab around 4:00 pm they noticed that their forearm looked a bit red and it was itchy. They told their TA and rinsed it off under water. When I was circulating the lab around 4:02pm I noticed that the student was rinsing their arm and inquired what had happened. The student and the TA suspected that they had gotten some sulfuric acid on their</p>	MC/WC	Complete	C

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

			<p>forearm. While there was no known direct contact, we inspected their lab coat and noticed 2-3 small (~0.5 cm diameter) brown spots on the sleeve of their lab coat over where the redness was and brown on the lower part of her gloves, which are indicative of possible contact with sulfuric acid. I helped the student take off the possibly contaminated lab coat and placed a new one on them while they continued to rinse the spot. I noticed that there was a red bump in the middle, possibly a blister. I called UBC first aid at 4:05pm. They arrived around 4:15pm and I provided them with the SDS for sulfuric acid. After 20 minutes of rinsing under cold water, UBC First Aid accompanied the student to UBC urgent care. The student is aware that after using sulfuric acid, they should watch for brown spots on their gloves or lab coat for possible contamination.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>1) Remind students to report any chemical spills immediately and to check their gloves and lab coats for exposure. Remind students of proper technique when handling concentrated acid.</li><li>2) It was suggested to place white paper underneath the sulfuric acid dispensing unit. The white paper would display any spills.</li></ol> <p><b>LST Comments:</b></p> <p>All items have been completed. The lab immediately used implemented using the white paper to monitor any spills and it worked very well.</p>			
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**5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)***Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)*

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
July 2025	C	<p><b>Technical Services Areas</b> The annual safety inspections for the electronics shop, the machine shop and the IT room were inspected in July. Sept update: the deficiencies are in progress</p> <p><b>LST Comments:</b> In progress.</p>	MC/JS	N/A	IP
Oct 2025		<p><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.</p> <p><b>LST Comments:</b> In Progress.</p>	MC	N/A	IP
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.</p> <p><b>LST Comments:</b> In Progress. SIF inspection is pending.</p>	SM/KM/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)					
Nov 2025		<p><b>Office, Lounge, &amp; Storage Inspections</b> The annual office safety inspections for staff and faculty spaces were completed this month. The student lounge, office, and storage areas were also included.</p> <p><b>LST Comments:</b> Only minor issues were noted. Service request for to secure office furniture was submitted to the carpenters. Some emergency posters were dated from last year but are in compliance. Thank you to Ken, Tori and Nicky for helping with the inspections!</p>	KM/TC/NG/MC	N/A	C

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></p>	GS	Referred Forward	N/A



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>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> <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> </ul> <p><b>LST Comments:</b> A308 – 2 x restraints for cylinders were installed.</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. Sept update: Training will be improved, documented and then tested.</p> <p><b>LST Comments:</b> 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 safely they will be granted access.</p>	SM	In Progress	IP
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><b>LST Comments:</b> In Progress.</p>	MC	R	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
N/A	N/A	<p><b>Safety Education and Training Assistance</b> Some groups would like assistance in enforcing safety regulations and would like to see a formal department procedure to help document challenges and encourage improvement in safety culture.</p> <ul style="list-style-type: none"> <li>MC to draft procedures, and will reach out for everyone's comments.</li> </ul> <p>Sept update: Glenn to follow up with SRS and the department's administrative team.</p> <p><b>LST Comments:</b> Tabled.</p>	GS/MC	R	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> <p>Monica – Cage 2 issues. UBC ESF has a first come, first served basis of providing empty red jerry cans on Tuesdays and Thursdays. This past month UBC ESF has dropped off 480 empty cans and only 313 full cans were dropped off for pick up. A reminder to all Lab Safety Representatives has been sent to only take the empty cans that are needed, and if the lab needs extra cans they can submit a special request.</p> <p>Quarterly Drills – The draft for the quarterly drills has been completed. GS to discuss this at the next faculty meeting. The document can be used to record all the quarterly drills.</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS				
N/A	E	<p><b>SRS Updates</b></p> <p><b>Recommended items to discuss at JOHSC/LST Meeting</b></p> <p><b>Initial Feedback: Transport Canada Inspections of Dangerous Goods Sites</b> On October 16<sup>th</sup>, Transport Canada inspected Dangerous Goods activities at the Life Sciences Centre on UBC Point Grey Campus. Over a 2-hour period, the inspector questioned laboratory and shipping/receiving staff, observed a demonstration of preparation of a mock shipment, reviewed shipping records and TDG training certificates.</p> <p>Learn about the outcomes and how to best prepare for a Transport Canada inspection in the attached Communications Brief.</p> <p><b>Preparing for Extreme Fall and Winter Weather at UBC</b> Beginning in November and continuing through February, we experience our highest incidence of time-loss injuries related to slips, trips and falls. Please avoid taking unpaved or side routes that may not be cleared. Stick to treated and designated pathways whenever possible, and report any hazards you observe.</p> <p>UBC's <a href="#">Snow Policy</a> allows the Deputy Vice-Chancellor (or their delegate) to cancel or reschedule classes and curtail non-essential services during extreme weather. For the latest updates, visit <a href="http://ubc.ca">ubc.ca</a> and download the <a href="#">UBC Safe Vancouver app</a> to receive real-time alerts, including class cancellations and weather advisories.</p> <p>Facilities' Municipal Services and Custodial Services teams provide <a href="#">ice prevention and snow removal</a> on the Vancouver campus. A priority map is available to show which roads, sidewalks, and pathways crews will focus on during snow and ice events. If you notice an area that needs immediate attention, contact the <a href="#">Facilities Service Centre</a> at 604-822-2173.</p> <p><b>Informational Items</b></p>	N/A	N/A

**8. NEW & OTHER BUSINESS****Two upcoming webinars in celebration of International Day of Persons with Disabilities.**

Join the [Centre for Workplace Accessibility](#) and the [Equity and Inclusion Office](#) in celebrating [International Day of Persons with Disabilities](#) on Wednesday, December 3. International Day of Persons with Disabilities aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well-being of persons with disabilities. It also seeks to increase awareness of the benefit of integrating and celebrating persons with disabilities in every aspect of political, social, economic and cultural life.

Two upcoming workshops are being hosted:

- **Event 1.** [AttentionMD: Bridging the Gap between ADHD & Medical Residency](#)
- **Event 2.** [Academic Ableism and its Alternatives](#)
- **Event accessibility.** Both events will have CART (real-time captioning) and ASL. See [online for more information about accessibility for these events](#).

Please contact [workplace.accessibility@ubc.ca](mailto:workplace.accessibility@ubc.ca) if you have difficulties registering for either event.

**WorkSafeBC Inspection Reports (IR)**

There were 8 inspection reports received since the last co-chair email.

**General Discussion Points:**

- Review immediately reportable incidents
- Process for immediately reportable incidents is to call campus first aid and then 911



8. NEW & OTHER BUSINESS				
		<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><b>IR202516973108A*</b> – Workplace medical emergency, worker transported to hospital by first aid. UBC is completing report and investigation. No orders issued</p> <p><b>IR 202516973118A*</b> - Acceptance of the UBC's full incident investigation report for medical emergency in September. Zero orders issued to UBC</p> <p><b>IR202519654073A**</b> – Worker slipped &amp; Fell and was transported to hospital by first aid. UBC will complete full investigation in 30 days.</p> <p><b>IR202516973110A**</b> – Worker had medical event and was transported to the hospital by UBC first aid. UBC will complete full investigation within 30 days</p> <p><b>IR202521452051A</b> - acceptance of the UBC's full incident investigation report for scooter fall in August</p> <ul style="list-style-type: none"><li>• Promote awareness of uneven surfaces, grates and transitions</li></ul> <p><b>IR202516973114A</b> - Workplace medical emergency, worker transported to hospital by first aid. UBC is completing report and investigation.</p> <p><b>IR 202413986145B</b> – report of bullying &amp; harassment investigated by UBC. Worksafe reviewed UBC policies and the investigation. One order issued to ensure reasonable steps are taken to prevent or minimize bullying and harassment (completed).</p> <ul style="list-style-type: none"><li>• Supervisors must minimize/eliminate bullying &amp; harassment</li><li>• Bullying &amp; harassment complaints must be investigated &amp; documented, &amp; corrective action taken<ul style="list-style-type: none"><li>○ Admin heads, union rep or HR will guide investigation process</li></ul></li><li>• Supervisors to provide ongoing education and training on bullying &amp; harassment</li></ul>		



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>Maintain confidentiality during investigation, offer EFAP to workers</li> </ul>			
		<p><b>IR 202516973116A</b> – Fire In Bioenergy &amp; Research facility. Building evacuated, fire department attended. No injuries, equipment taken offline. No orders issued to UBC.</p> <ul style="list-style-type: none"> <li>Ensure equipment is regularly inspected and follows preventative maintenance schedules.</li> <li>Review emergency evacuation procedures and confirm staff are familiar</li> </ul>			

9. NEXT MEETING	
Date:	December 18, 2025
Time:	2:00 pm
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	3:04 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