

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

Name of Team: Chemistry Local Safety Team

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

Date: October 16, 2025

Time: 2:01 pm

Location: Online Zoom Meeting

**AGENDA:**

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

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input 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"/>
Sebastian Medrano	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Chappell	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
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
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? Motioned by Ben and Seconded by Ken.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

Is the agenda adopted? An additional incident was added.	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
137813/138054	C	Aug 27, 2025	<b>Needle Stick</b> During motion to insert needle (clean/ with no solvents) into the opening of a vial being held in the student's other hand, the student accidentally missed the vial opening and punctured the side of their finger. Hand was washed immediately following incident reporting. The student was aware of UBC First Aid but declined.	MC/WH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>CHEM LST Notes: The student was preparing to transfer solvent to a vial. It was noted that a blunt-ended needle would have been more appropriate for the task.</p> <p><b>Actions and Resolutions:</b> (1) It is recommended to use a blunt-ended needle when transferring solvents. Please provide blunt-ended needles and let everyone know they are available for transferring solvents</p> <p>Sept update: All corrective actions are in progress. Supervisor report is still pending. Reminders have been sent</p> <p><b>LST Comments:</b> Supervisor report has been submitted. All the corrective actions have been completed.</p>			
137926/137939	C	Sept 13, 2025	<p><b>J-Young NMR Tube Incident</b> Student wearing safety glasses, nitrile gloves, and long pants, was preparing to run a kinetic sample in the NMR lab. A J-Young NMR tube had been frozen in liquid nitrogen, and contained deuterated methylene chloride, caprolactone, and diindium monoalkoxy bridged catalyst. Upon visual inspection, the NMR tube was undamaged and was placed on the desk. However, after five minutes, when the student was holding the tube, it exploded and caused minor cuts and minor chemical exposure to student hand and neck. The student was in shock and called a colleague (student 2) for help. Student 2 came to the NMR lab, called 911, campus first aid and called me (supervisor) immediately at this time. First aid arrived within 10 minutes. They washed the affected areas and removed some of the glass shards from the wounded areas. BC</p>	MC/WC/ GS/KM	Complete	C

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

			<p>Poison Control was called. Ambulance was requested but did not arrive, and after 40 minutes of waiting, campus first aid decided to transport the student to the hospital, where they received medical attention.</p> <p>CHEM LST: BC Poison control was called again when the student was at the hospital. The explosion caused a very loud noise and the student was temporarily unable to hear. The student did have a working alone buddy (student 2). The sample was prepared and sealed under inert atmosphere inside a glovebox filled with nitrogen. The J-Young NMR tube was thawed to room temperature.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) Remind students to visually examine J-Young NMR tubes for imperfections before use.</p> <p>(2) SRS recommended that the J-Young NMR tubes should be replaced frequently, especially if they are being heated and cooled. Also, it was recommended, a face shield should be used during the thaw.</p> <p>(3) It was recommended to place the cool J-Young NMR tube inside a container, such as a rubber solvent carrier container, or behind a blast shield during the thaw. This would protect the student from any impact from an explosion. Also, it's a good idea to use a new J-Young tube and to replace them within a year.</p> <p>(4) For these types of reactions, it is recommended not to work alone and two people should be present in the lab. MC to notify PI.</p> <p>Sept Update: The group was reminded to visually examine the J-Young NMR tube before use. The student and the PI have been notified of the recommendations from the</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>CHEM LST and SRS. For these types of reactions, it is recommended not to work alone and two people should be present in the lab. The glass blower checks all J-Young tubes under vacuum pressure, and individuals are welcomed to get tubes checked.</p> <p><b>LST Comments:</b> The additional recommendations were sent to the PI. All corrective action items have been completed.</p>			
137949/137950	C	Sept 16, 2025	<p><b>SPS Hexanes Spill</b> A researcher working in lab in the Chemistry building was filling a solvent purification system with hexanes around 3 pm. The researcher had inadvertently, overfilled the reservoir and the hexanes had come out of the vent tubing. The researcher had managed to capture this into a beaker and transferred into the nearby fume hood. However, in the process ~50 mL of solvent spilled on the floor. The researcher had alerted the others in the area and the lab was immediately evacuated and the doors to the laboratory were closed and cordoned off. Do not enter signage was posted on the doors. The Chemistry Department Safety officer was informed and called SRS. SRS safety staff advised to keep the area clear for one hour.</p> <p>CHEM LST: Safety glasses, lab coat, long pants, closed-toed shoes, and nitrile gloves were being worn. The solvent did spill onto their gloves and the gloves were immediately removed. There was no solvent exposure on their clothing or skin.</p> <p><b>Actions and Resolutions:</b></p>	MC/JH/GS	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(1) Remind everyone to double check the reservoir is fully empty before refilling the SPS.</p> <p>(2) Remind and train everyone to use the log book for maintenance and usage of the hexanes SPS.</p> <p>(3) Review spill response procedures.</p> <p>Sept Update: Item 1 has been completed. MC to follow up to see if logs and records are kept to fill the SPS.</p> <p><b>LST Comments:</b> The group has a dedicated lab notebook to log maintenance and to note when solvent is being dispensed, but it was not being maintained. The group has reminded everyone to log maintenance and usage. The spill response procedures were reviewed. All corrective action items have been completed.</p> <p>Glenn to discuss at a CHEM faculty meeting that the solvents should be drained inside of a fume hood.</p>			
137954/137970	C	Sept 17, 2025	<p><b>Needle Poke</b> During training, my right middle finger was poked by a newly opened clean needle when I was trying to take the cover of the needle off. UBC First Aid was call immediately the wound was sanitized and covered with adhesive bandage.</p> <p>CHEM LST Notes: The student was wearing safety glasses, lab coat, long pants, closed toed shoes and nitrile gloves. During the training session they used excessive force to remove the cap and when their hand jerked back toward the needle and got poked.</p>	MC/JH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Actions and Resolutions:</b></p> <p>(1) It is not recommended to use excessive force when uncapping a needle.</p> <p>(2) It is recommended to use a blunt ended needle during training or alternatively cut-resistant gloves can be use.</p> <p>(3) Request if needle handling procedure are available. If not, provide needle handling procedures and train everyone.</p> <p>(4) It is recommended to use one hand when uncapping a needle.</p> <p>Sept Updates: In progress. MC to check if written needle handling procedures are available.</p> <p><b>LST Comments:</b></p> <p>All corrective action items have been completed.</p>			
137974/137960 137977/137961 137980/137966 137978/137963	C	Sept 18, 2025	<p><b>Solvent Spill in Hallway</b></p> <p>A graduate student and undergraduate student were transporting hazardous waste materials in a hallway. The students were wearing lab coats, safety glasses, long pants, closed- toed shoes and nitrile gloves. While pushing the cart, the bottom of the cart bumped into a poster board located in the hallway, and three solvent containers located on the top of the cart fell. One of the solvent containers (4L red jerry can) cracked and all of the solvent contained within it spilled onto the floor. There was a mixture of chloroform, acetone, ethyl acetate, diethyl ether, hexanes, ethanol and methylene chloride, located in the red jerry can. The solvents did not spill on the students. The graduate student remained near the spill, to notify others, while the undergrad student went to get help from their lab. While in the lab, the students called the department safety officer to report the incident, and</p>	KM/MC/WH/WC	Complete	C

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

		<p>grabbed spill materials to help clean up the spill. The undergrad student and two additional graduate students returned to the site of the spill and helped to place absorbent materials onto the floor. Department staff and the department safety officer arrived and asked everyone to evacuate the area. The 4 students were asked to go outside to get fresh air, and were asked to call campus security to report the incident. The area was cordoned off on both sides of the hallway and "do not use" signs were also posted. The SRS chemical safety advisor was called for consultation. Chemical safety advisor notified building operations and requested for ventilation to be increased to 100%. Staff and Campus Security blocked re-entry into the affected hallway. A staff member who was fit-tested and had an appropriate respirator helped to pick up the spill materials and transferred them into a nearby fume hood. The building occupants and building operations was notified to not enter the area until the next morning.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) Review and remind everyone to follow the UBC CHEM Safe transport of Hazardous Materials. (2) Review and remind everyone to follow UBC CHEM's Emergency Spill Response Procedures.</p> <p><b>LST Comments:</b></p> <p>All corrective actions have been completed. The group reviewed UBC CHEM's safe transport of hazardous materials and emergency spill procedures.</p> <p>Science JOHSC recommends that a cart with bigger wheels and higher edge be used for transporting hazardous</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			materials. It was also noted that a wagon would be sturdier than the cart being used.			
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> <p><b>Actions and Resolutions:</b> (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. (2) Remind everyone to visually inspect the glassware for flaws before use.</p> <p><b>LST Comments:</b> 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>	MC/MO/WC	In progress	IP
138101	C	Oct 9, 2025	<p><b>Glass Shard in Hand</b> Before: Working on assembling a mini-instrument. Went to grab some tubing for it. During: Grabbed some tubing from a cart, but there were some broken glass shards (because the cart was also carrying a microscope with glass slides). A long and thin</p>	MC/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>glass shard went on my palm and about 1 cm went into my palm superficially.</p> <p>After: Pulled out the glass shard using tweezers. About 1 cm of it came out of my palm stained with blood. A bit of blood pooled. First aid was given (alcohol disinfectant + Polysporin + bandage). UBC First Aid was called after.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>1) Remind everyone to remove glass slides from the microscope after each use.</li><li>2) Remind students that UBC First Aid should be called immediately.</li></ol> <p><b>LST Comments:</b></p> <p>Corrective actions have been completed. It is recommended not to administer Polysporin, unless it is recommended by a medical professional. CHEM LST to notify student and PI.</p>			
138101/138103	C	Oct 9, 2025	<p><b>2-Butoxynaphthalene in Eye</b></p> <p>A student was transferring a solid product (2-butoxynaphthalene) from a Buchner funnel into a beaker. They wanted to transfer the last bit (small amount) and decided to blow on it. The powder blew into their eye under their safety glasses. The student reported it to me (the lab director) and I helped them use the eye wash station for 15 minutes. I also called UBC first aid, who responded in 20 minutes. UBC first aid transported the student to the hospital. The student was also wearing gloves, lab coat, long pants, and close-toed shoes.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>1) Remind student to use spatula to transfer solid materials and to never blow on hazardous materials.</li></ol>	MC/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<b>LST Comments:</b> Corrective actions have been completed. It is recommended not to give students food, unless it is recommended by a medical professional. Offering water to a student is okay. CHEM LST to notify all lab technicians.			
138111	C	Oct 10, 2025	<b>Student Feeling Faint</b> During the lecture portion of the lab a student was feeling faint and unwell. UBC First Aid was called and attended. It was noted that the student did not eat before they came to the lab. The lab technician offered the student a cookie. <b>Actions and Resolutions:</b> 1) Remind student to eat and get rest before they come to the lab. <b>LST Comments:</b> Complete.	MC/JH	Complete	C
138138	C	Oct 15, 2025	<b>Solvent Splash to Face</b> 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.  CHEM LST: Safety glasses, lab coat, long pants, and closed-toed shoes was worn during the incident. <b>Actions and Resolutions:</b> 1) Lowering gas pressure to 5 PSIG is recommended. 2) Using face shield when acquiring solvent is required.	MC/WH/ KM/GS	In Progress	IP

**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> In Progress. Request if operator's manual is available for the SPS.</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
May 2025		<p><b>CHEM B, C &amp; Spill Kits</b> All the CHEM teaching labs and spill kits were inspected in the May. June update: There were only a few deficiencies to note. <b>LST Comments:</b> All items have been completed.</p>	MC	N/A	C
June 2025	C	<p><b>CHEM D &amp; E</b> The second round of inspections for research labs and offices located in CHEM D and E were inspected in June. Sept update: Minor deficiencies were noted. <b>LST Comments:</b> The deficiencies have been completed.</p>	MC	N/A	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)**

July 2025	C	<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  <b>LST Comments:</b> In progress.	MC/JS	N/A	IP
Oct 2025		<b>Missed Research labs</b> The second round of inspections for the missed research labs and offices located in CHEM A, D and E were inspected in late August and September.  <b>LST Comments:</b> Reports have been completed. Only minor deficiencies were noted.	MC	N/A	IP

**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	<b>UBC CHEM Fire Extinguisher Training</b> Please contact <a href="mailto:safety@chem.ubc.ca">safety@chem.ubc.ca</a> 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	<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.	MC	Ongoing	N/A
2020	C	<b>Development of Departmental SWPs</b> Previous discussions and notes can be found at <a href="https://chem.ubc.ca/safety/chemlst">https://chem.ubc.ca/safety/chemlst</a> within the January 18, 2024 CHEM LST minutes. <b>LST Comments:</b> Referred Forward.	GS	Referred Forward	N/A
Dec 2021	C	<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. <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> <b>LST Comments:</b> No updates.	SM/KM	In Progress	IP
Feb 2021	C	<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. <b>LST Comments:</b> Tabled.	SM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
N/A	E	<p><b>Needle SWP</b> Rich will work with CHEM to help provide a SWP for working safety with needles. The FOS JOHSC has an existing SWP for needles that the CHEM LST may be able to edit and use. MC and RW will review and discuss in the coming weeks.</p> <p><b>LST Comments:</b> No updates at this time.</p>	MC/RW	R	IP
N/A	N/A	<p><b>Safety Education and Training Assistance</b> Some groups would like assistance in enforcing safety regulations and would like to see a formal department procedure to help document challenges and encourage improvement in safety culture.</p> <ul style="list-style-type: none"> <li>MC to draft procedures, and will reach out for everyone’s comments.</li> </ul> <p>Sept update: Glenn to follow up with SRS and the department’s administrative team.</p> <p><b>LST Comments:</b> No updates at this time.</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> Monica – Science JOHSC Update: Right to refuse unsafe work handout has been added to the red safety folder, as a tool for training. Glenn will be hosting a presentation in CHEM to bring awareness about the right to refuse unsafe work, what that means and how to report.</p> <p>Glenn - A question to SRS, can individuals be liable for reviewing SOPs? Peggy to follow up.</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>As we head into flu season, let's all do our part to keep our community healthy.</b> If you're feeling unwell, please stay home to rest and recover. While masks are not required, anyone who chooses to wear one is welcome to do so—it's a personal choice we respect.</p> <p>We kindly ask everyone to be understanding and supportive of each other, including our faculty, staff, and students. Our role is to educate and encourage healthy habits, not to enforce them. For more information, check out our <a href="#">Communicable Disease Prevention Framework</a>.</p> <p>Thank you for helping us maintain a safe and respectful environment for all!</p> <p><b>Managing Clutter in Shared Spaces</b> Whether you're in a lab, office, workshop, or storage area, taking a moment to tidy up empty boxes and containers helps keep shared spaces safe and functional. These items can pile up quickly and may block exits, create tripping hazards, or take up valuable workspace.</p> <p>If you have packaging or containers that are no longer needed, please recycle or dispose of them appropriately. For information on what goes where and how recycling is handled across campus, visit <a href="#">UBC Facilities – Garbage, Recycling and Composting</a>.</p> <p><b>Informational Items</b></p> <p><b>Get Ready to Shakeout</b> On October 16, 2025, practice how to DROP, COVER and HOLD ON at 10:16 a.m. during the annual <a href="#">Great BC ShakeOut</a>. The Great BC ShakeOut is an annual</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS				
		<p>province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops.</p> <p><b>Transport Equipment and Vehicle Safety at UBC</b> At UBC, staff often use scooters, bikes, vehicles, and other mobile equipment to get around campus. It's important to ensure everyone is traveling safely.</p> <p>Supervisors are responsible for their team during work hours and must do their part to ensure safe transportation choices are made. If a team member uses a bike or other transport gear, take a moment to review current practices and address any safety concerns.</p> <p>For more information and resources, visit the <a href="#">Transport, Equipment, and Vehicle Safety page</a>. For general cycling safety tips, route maps, and gear recommendations, refer to UBC's <a href="#">Cycling Tips and Resources</a>.</p> <p><b>Safety Day</b> We are looking forward to seeing everyone who registered for Safety Day on Wednesday, October 8<sup>th</sup>. Please remember that registration will only open at 8:00am so we kindly ask that you do not arrive earlier than that as we will be busy setting up the space.</p> <p><b>LST Training</b> Unfortunately, at this time, training is limited to JOHSC members only.</p> <p><b>WorkSafeBC Inspection Reports (IR)</b> There was one inspection report received since the last co-chair email.</p>		



8. NEW & OTHER BUSINESS					
		a. IR#202519494998A-worker fainted and struck their head on the edge of the stairs, WorkSafeBC requires submission full Employer Incident Investigation Report (EIR) by Oct 4			
		i. Report into CAIRS within 48 hours			
		ii. Investigations to be completed within 30 days			

9. NEXT MEETING	
Date:	November 20, 2025
Time:	2:00 pm
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	2:48 pm



## LEGEND

PRIORITY:		STATUS:	
A	<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.	N	New
B	<b>Moderate Risk, response as soon as possible within 1 week:</b> Potential for causing a serious injury, illness or property damage.	R	Repeat
C	<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.	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