

**Chemistry LST Meeting Minutes APPROVED**

Name of Team: Chemistry Local Safety Team

Chair(s): Glenn Sammis & Monica Clarkson

Date: September 18, 2025

Time: 11:00am

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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted? Additional CAIRS reports have been 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
137128	C	Apr 14, 2025	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	KM/MC/SM	Complete	C

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

		<p>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. 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. All items have been completed.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<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: Signage has been updated and posted. SOP has been updated and will be added to the technical services webpage. Going forward, training events will be provided and testing will be done. It was requested to train and show all emergency directors emergency shut off procedures for the liquid nitrogen tank located outside of CHEM D. All items have been completed.</p>			
137774/137765	C	Aug 20, 2025	<p>Chemical burn on right hand The student was quenching a reaction that contained Xtalfluor (a HF source), acetonitrile, diisopropylethylamine, morpholine, and the substrate with dichloromethane and a saturated solution of sodium bicarbonate. During the extraction, the student felt burning on their hand. They removed the glove and washed their hand with water. During this time, they informed their graduate student mentor. As the reaction had an HF former, they treated the injury with calcium gluconate in an abundance of caution. They also called campus first aid, then their PI. The student had a rash on their hand, so campus first aid transported them to urgent care (also in an abundance of caution).</p> <p>CHEM LST notes: It was noted that the glass stopper did not provide a good seal for the top of the separatory funnel.</p>	MC/GS/WH	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>Actions and Resolutions:</p> <p>(1) Recommend to use a Teflon stopper instead of the glass stopper. Also, increase the size of the original reaction vial to accommodate for the quench to be completed in the same flask. Update the existing procedures to reflect the changes.</p> <p>(2) Identify if an alternate material of gloves would be better suited for this task.</p> <p>LST Comments:</p> <p>All corrective actions have been completed.</p>			
137813	C	Aug 27, 2025	<p>Needle Stick</p> <p>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.</p> <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>Actions and Resolutions:</p> <p>(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>LST Comments:</p> <p>All corrective actions are in progress. Supervisor report is still pending. Reminders have been sent.</p>	MC/WH	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
137890	C	Sept 8, 2025	<p>Finger Cut from Loose Screw on Door Handle While opening a door to exit the stairwell, a worker cut their finger on a loose screw. The worker immediately reported the incident to campus security. UBC First Aid attended within 10 minutes.</p> <p>Actions and Resolutions: (1) Submit an SR to Building Operations to tighten the loose screw on the door handle</p> <p>LST Comments: All corrective actions have been completed.</p>	MC/JS	Complete	C
137924/137898	C	Sept 9, 2025	<p>SPS DCM Spill The operator was wearing full PPE (gloves, lab coat, goggles, respirator, long pants, closed toed shoes) and followed the laboratory manual during SPS column draining. Initial steps released only gas. After depressurizing, solvent lines were flushed with gas. Small amounts of dioxane and THF (tetrahydrofuran) were dispensed, but when the DCM (methylene chloride) line was processed, both the 1 L and backup 500 mL waste containers filled rapidly. While retrieving an additional container, solvent overflowed onto the dispensing surface. Absorbent tissues prevented floor contamination, but a small amount of DCM (<10 mL) contacted the operator's wrist area where the glove and lab coat did not overlap.</p> <p>The operator immediately rinsed the affected skin with cold water, contained the spill by leaving tissues in the fume hood to evaporate, and wiped down surfaces. After cleanup, the remaining solvent lines were drained and the spill report completed.</p> <p>After the Incident:</p>	MC/WC/JS	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>After the spill was cleaned up, the operator immediately followed the SDS guidance and rinsed the affected skin area with cold tap water. The spill was cleaned by leaving the saturated tissue in the fume hood to evaporate and wipe down the floor. The operator then continued to drain the rest of the solvent lines, and file the spill report.</p> <p>CHEM LST: The incident was reported to campus security. Campus security called 911 for assistance. The fire department attended.</p> <p>Actions and Resolutions: (1) Recommended to use a larger collecting flask to collect the solvents. Policy updated and will review with group. (2) Remind worker to report incidents to campus security as soon as possible.</p> <p>LST Comments: All corrective actions have been completed. It was recommended that groups should reach out to the CHEM LST before they drain solvents from the solvent purification columns.</p>			
137913	C	Sept 12, 2025	<p>Fall From Dizziness A student was feeling dizzy and unwell. They proceeded to exit the lab. While exiting they fell and hit the bridge of their nose on the lab bench. UBC First Aid was called immediately and attended within 10 minutes</p> <p>Actions and Resolutions: (1) Remind student that if they are not feeling well, to let their instructor know.</p> <p>LST Comments:</p>	MC/WC	Complete	C



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			This incident was a personal medical issue. All corrective actions have been completed.			
137926/137939	C	Sept 13, 2025	<p>J-Young NMR Tube Incident</p> <p>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 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>Actions and Resolutions:</p>	MC/WC/ GS/KM	In Progress	IP

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

			<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>LST Comments: Items 1 and 2 have been completed. 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 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 anytime.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
137945	C	Sept 16, 2025	<p>Student Feeling Faint and Dizzy Student head started to hurt, their vision blurred, and temporarily couldn't hear. They reported to a lab technician that they were feeling dizzy and faint. Student was conscious but continued to feel unwell. Campus First Aid was called immediately and arrived within 5 minutes.</p> <p>LST Comments: This incident was a personal medical issue. All corrective actions have been completed.</p>	MC/JH	Complete	C
137949/137950	C	Sept 16, 2025	<p>SPS Hexanes Spill 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>Actions and Resolutions:</p>	MC/JH/GS	In Progress	IP



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>LST Comments: Item 1 has been completed. MC to follow up to see if maintenance logs and records are kept to fill the SPS.</p>			
137954	C	Sept 17, 2025	<p>Needle Poke 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> <p>Actions and Resolutions: (1) It is not recommended to use excessive force when uncapping a needle. (2) It is recommended to use a blunt ended needle during training or alternatively cut-resistant gloves can be use. (3) Request if needle handling procedure are available. If not, provide needle handling procedures and train everyone.</p> <p>LST Comments:</p>	MC/JH	In Progress	IP

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

			<p>The investigation portion of the incident has been completed by the worker. The supervisor report is in progress and will be submitted within 48 hours.</p> <p>LST Comments: In progress. MC to check if written needle handling procedures are available, and to remind everyone that one hand should be used when uncapping a needle.</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
March 2025		<p>CHEM A All research labs and offices located in CHEM A were inspected in March. July Update: All but one of the labs have completed the outstanding items. LST Comments: All items were completed in early August.</p>	MC	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

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

June 2025	C	CHEM D & E The second round of inspections for research labs and offices located in CHEM D and E were inspected in June. LST Comments: Minor deficiencies were noted.	MC	N/A	IP
July 2025	C	Technical Services Areas The annual safety inspections for the electronics shop, the machine shop and the IT room were inspected in July. LST Comments: The deficiencies are in progress	MC/JS	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	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.	GS	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: A service request has been submitted to provide restraints for a LASER and table.	SM/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: Training will be improved, documented and then tested.	SM	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
N/A	E	<p>Needle SWP Rich will work with CHEM to help provide a SWP for working safety with needles. 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>LST Comments: No updates at this time.</p>	MC/RW	R	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: Glenn to follow up with SRS and the department's administrative team.</p>	GS/MC	R	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
Aug 2025	E	<p>Building Emergency Response Plans (BERPs) BERPs for the chemistry complex (CHEM A, B, C, D and E) were updated and sent to the department and SRS on Aug 1, 2025. As a reminder, the most up-to-date version of the BERPs can be found here, https://www.chem.ubc.ca/safety. Emergency Directors, Building Wardens and Floor wardens attended in-person training.</p>	MC	N/a	C
Aug 2025	E	<p>Annual Fire Drill – August 26, 2025 The annual fire drill was conducted for the entire chemistry complex on August 26, 2025. Please see the list of times listed below.</p> <p>CHEM A - Start Time: 9:58 am, Evacuation Time: 5 min 30 sec CHEM B - Start Time: 10:12 am, Evacuation Time: 3 min 00 sec CHEM C - Start Time: 10:20 am, Evacuation Time: 2 min 12 sec</p>	MC	N/A	C



8. NEW & OTHER BUSINESS					
		<p>CHEM D - Start Time: 10:20 am, Evacuation Time: 6 min 06 sec CHEM E - Start Time: 10:20 am, Evacuation Time: 4 min 18 sec</p> <p>LST Comments: In CHEM A, it was reported the second and fourth, - level occupants could barely hear the fire alarm from inside of their labs. This issue was reported to the Facilities Manager, Steve Carey, and the Fire Life Safety Team.</p>			
Sept 2025	E	<p>CHEM LST – Terms of Reference (TOR) Updated The TOR was updated to reflect the membership changes.</p> <p>LST Comments: The CHEM LST TOR was adopted by the CHEM LST.</p>	MC	N/A	C
N/A	E	<p>CHEM LST Member Updates and Concerns – Round Table Are there any safety concerns or updates that were not discussed?</p> <p>LST Comments: Monica – CHEM Vaccination Clinic will be held on Oct 22, 2025. We have requested for 125 flu and 125 covid-19 vaccines to be available for the CHEM community. An email with sign up instructions will be sent out to the department soon.</p>	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
N/A	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Incident Reporting at UBC If any incident or accident happens during UBC-related activities or on UBC property, make sure to report it to your supervisor right away. Reporting injuries or accidents is a legal requirement under the Workers Compensation Act, and failure to do so, or preventing others from reporting, constitutes a violation of the Act.</p> <p>This applies to everyone at UBC, including faculty, staff, and both paid and practicum students. Once you notify your supervisor, the incident needs to be submitted through the Centralized Accident/Incident Reporting System (CAIRS) as soon as possible.</p> <p>If you are an unpaid student, visitor or contractor and you have been injured while conducting a UBC activity or while in a UBC premise, report the incident through CAIRS.</p> <p>If you are involved in an incident or accident, the following steps must be taken:</p> <ol style="list-style-type: none"> 1. If injured, seek first aid immediately. <ol style="list-style-type: none"> a. If the injury is serious or potentially life-threatening, call 911. b. Regardless of the severity, first aid must be called. On the Vancouver campus, call 604-822-4444 (Faculty and Staff) or 604-822-2222 (Unpaid Students, visitors and contractors). 2. Ensure the supervisor of the workspace or injured individual is notified. 3. Report the incident in CAIRS. 4. The following types of incidents must be reported: 	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">a. Any incident that resulted in an injury or illness, regardless of severityb. Near misses, minor incidents that had the potential to cause serious harmc. Hazardous materials released. Incidents involving damage to UBC property, including but not limited to:<ul style="list-style-type: none">i. Vehicle-related incidents (e.g., collisions)ii. Building or structural failures with potential for injury (e.g., collapses, fires, asbestos exposure)iii. Equipment malfunctions or failures that could have caused injury or damage to propertyiv. Any occurrence of harassment or violent behavior			
		<p>For more information visit the SRS Incident/Accident Reporting website</p> <p>Quarterly Laboratory Fire Drills Under the BC Fire Code, laboratories that use or handle flammable or combustible liquids are now required to conduct fire drills every 3 months. This applies to both research and teaching labs, regardless of quantity.</p> <p>Lab supervisors are responsible for planning, conducting, and documenting the drills. At least one drill per year must be a silent drill, in addition to the building wide drill. The remaining two drills are permitted to be table talk exercises. Drills should reflect lab-specific fire scenarios and include as many lab members as possible.</p>			

**8. NEW & OTHER BUSINESS**

For full details, please refer to the attached communications brief. Questions can be directed to research.safety@ubc.ca.

Safety Day

We are excited to welcome everyone to this year's Safety Day. Registration is now closed, but you can still join the [waitlist](#) by **September 19**. Spots often open up due to cancellations.

Next week, all registered participants will receive an email to confirm attendance. If you can no longer attend, please [cancel](#) your registration promptly using the same survey. This helps us offer your spot to someone on the waitlist.

As spots open up, individuals on the waitlist will be notified directly when they are moved into the event.

Please note: the [Waitlist and Cancellation survey](#) use the same form.

Informational Items**Voluntary Recall: IKA-GL Centrifuge Units**

IKA Works, Inc. has issued a voluntary recall of certain IKA-GL centrifuge units due to a potential safety issue involving the rotor cover. If not properly secured, the cover may become misaligned and detach during operation. While no injuries or damage have been reported, IKA is offering to retrofit or replace affected units at no cost.

If your lab uses an IKA-GL centrifuge, you are encouraged to contact IKA at service@ika.net to determine if your unit is subject to the recall and to arrange for return and servicing if needed.

For questions, contact Hildur Baranowski at Hildur.Baranowski@IKA.net.

**8. NEW & OTHER BUSINESS****Informational Items****LST Training**

In-person LST training is not available at this time.

WorkSafeBC Inspection Reports (IR)

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

- e. IR202519654061A – acceptance of UBC full investigation from fall off ladder in July
 - i. Report all incidents into CAIRS within 48 hours
 - ii. Complete reports within 30 days
 - iii. Follow safety measures to prevent falls when working at heights
- f. IR202521452039A – scooter accident, worker fell when scooter stuck floor grate
 - i. Report all incidents into CAIRS within 48 hours
 - ii. Complete reports within 30 days
 - iii. Promote awareness of hazards such as uneven surfaces, grates, or transitions between flooring types when using powered or personal mobility devices on campus.
 - iv. When work processes or conditions change, assessments and procedures should be updated to reflect the new risks



9. NEXT MEETING	
Date:	October 16, 2025
Time:	2:00 pm
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:55 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