

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

Name of Team: Chemistry Local Safety Team

Chair(s): Glenn Sammis & Monica Clarkson

Date: February 19, 2026

Time: 2:02 pm

Location: Online Zoom Meeting

AGENDA:

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| <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 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 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Tom Lai | 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)

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| Are the minutes approved? Motioned by Ken, and seconded by Karen. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|---|--|--------------------------------|

3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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| Is the agenda adopted? Additional information was added to the CAIRS incidents. | 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 |
|--|----------|-------------|---|-------------|-------------------------------|--------|
| 138280 138281 | C | Nov 5, 2025 | Cart Tipped Over – Near Miss A customer had collected their items for purchase and placed items in their cart to move them back to their lab. 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 | KB/MC/GS | In Progress | IP |

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

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| | | <p>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>Actions and Resolutions:</p> <ol style="list-style-type: none">1) Unstable carts (with pivoting front axle) not allowed to be used for transporting chemicals. New cart to be purchased.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.3) Request group to add “do not use cart to transport any hazardous materials”. <p>NOV Update: 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> <p>DEC Update: This item is in progress. The LST would like to create some guidelines for the department in terms of what are acceptable carts and not acceptable carts.</p> <p>It was noted that the group hasn't labelled the cart that was involved in the near miss with “do not use” signage.</p> | | | |
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| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
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| | | | <p>Chem Stores has been doing an excellent job reminding everyone about which carts are not acceptable to use for transporting hazardous materials. Also, they have been distributing the department's guideline for Safety Transporting Hazardous Materials.</p> <p>Jan Update: Permanent signage is required for cart. Follow up with group in one week. The CHEM LST will work on some guidelines for which carts will be appropriate and will also include information on carts that are not recommended to transport hazardous materials.</p> <p>LST Comments: Signage was posted on Feb 18. Subcommittee met on Feb 9th to discuss the general requirements of the carts. The existing Safe Transport of Hazardous Materials has been revised as a first draft to include the new cart requirements. The lip on carts will be required to be at least 2.5 inches or taller. Also, wheels for wagons and carts are required to be a minimum of 3 inches in diameter. and</p> | | | |
| 145415/145420 | C | Jan 29, 2026 | <p>Fire Caused by Spark to Methanol One of my students was testing the gas throughput from a solenoid nozzle in methanol. When the student connected the electric wires to the nozzle, a spark occurred and ignited the methanol. Another member of my group immediately used a CO2 fire extinguisher to extinguish the fire. No one was injured.</p> <p>CHEM LST: The supervisor was notified immediately and responded to the incident. Campus Security was called to report the incident shortly after the incident. There were no injuries so UBC First Aid was not requested. Student was not wearing safety glasses or a lab coat. The methanol</p> | WC/KM/ WH/MC CN | In Progress | IP |

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

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| | | | <p>was placed inside a glass beaker, which was placed on top of a wooden stool.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">1) No longer use methanol. Higher flash point liquid (Butanol) will be used for further tests2) Remind everyone that they must wear a lab coat and safety glasses for this task.3) Replace fire extinguisher4) Investigate if the wires on the solenoid nozzle needs to be replaced. <p>LST Comments:</p> <p>The group initially tried using pure PDMS silicone fluid but were not successful. Instead, they are substituting the methanol with butanol. The PPE requirements were discussed at their quarterly fire drill. The fire extinguisher was replaced immediately. The wires on the solenoid nozzle were replaced.</p> <p>The student was worried that the fire extinguisher would knock over the beaker of methanol, which was not clamped. They wanted to know if the use of a fire blanket would be better suited instead of a fire extinguisher. Vancouver Fire and Rescue Services (VFRS) were contacted. VFRS do not recommend the use of fire blankets to smother or extinguish fires. It was recommended to clamp the beaker to secure it. In addition, a recrystallizing dish (sized 2 inches more than the beaker) could be used to cover the fire.</p> <p>Is there a better option than using a wooden stool? The space is limited in the lab, it was suggested that a</p> | | | |
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| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
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| | | | moveable cart could be used. KM and MC to visit lab to follow up. | | | |
| 145425/145426 | C | Jan 30, 2026 | <p>Hand Crush Staff person was putting away bags of dry ice into the dry ice cooler bins. The lid of the green bin was propped open, back against the wall as usual. A bag of dry ice was placed in the bin, the staff person noticed the bin shift and wobble and the lid fell as it closed. Their hand was on the edge of the bin so it was crushed when lid closed. Staff person was wearing all appropriate PPE (safety glasses, lab coat, long pants, closed toe shoes, cold protection gloves). Staff person then finished putting away other bags of dry ice, wheeled the cart back to Stores, told their colleague and got ice to apply to their hand. First Aid was called shortly after, and they attended. The supervisor was also notified.</p> <p>Actions and Resolutions: 1) Assess and request for engineering team to build a fall prevention device for the cooler door to remain open while in use. 2) Provide signage with instructions on how to use the spacer. 3) Investigate if the cooler needs to be replaced. 4) Pallets were uneven and were removed the next day.</p> <p>LST Comments: MES team built a spacer for the cooler. CHEM stores is planning to replace the cooler. The signage is in progress.</p> | MC/KM KB/JS | In Progress | IP |



| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
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| 145485/145483 | C | Feb 5, 2026 | <p>LB broth E. Coli Spill</p> <p>The student reported to me the incident information seen below.</p> <p>"I was doing protein expression on E. Coli DH5a strain (BSL-1). When I was bringing my flask of LB broth with E. Coli to the biosafety cabinet, the flask suddenly broke. There might be a crack somewhere on the flask that I did not notice. Most of the contents splashed onto my lab coat and the floor. The flask was outside the BSC so the cabinet was not affected. The E. Coli was to express a natural occurring protein, XMod-Dockerin (no toxicity), and the strain was not yet induced to over-expression. I followed the procedures from the spill kit, and I cleaned all the liquids with paper towels, and sprayed 70% ethanol disinfectant and wiped the floor dry again. All the contaminated paper towels were collected in an autoclave bag. I put on cut resistant gloves and cleaned the broken glass and put them on a metal autoclave plate. I made sure everywhere around the BSC was free of glass sharps. I had everything, as well as my lab coat and pants autoclaved in dry cycle. Finally, I disinfected my hands with 70% ethanol. As soon as it was possible, this was reported to the Biosafety staff."</p> <p>CHEM LST: 2L glass Erlenmeyer flask is used for this task. The student was wearing safety glasses, lab coat, long pants and closed-toed shoes.</p> <p>Actions and Resolutions:</p> <p>1) Remind students to check any imperfection in the glassware, and to use cart with a lipped edge to transport</p> | MC/JC WC/SE | Complete | C |



| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
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| | | | <p>the broth to the BSC. It is also recommended, to use secondary containment.</p> <p>2) To update existing spill procedures with specific details pertaining to disinfectant (concentration, contact time, and shelf life), hand washing with soap and water (it is not recommended to use alcohol to disinfect hands), and spill cleanup materials (use absorbent spill pads instead of paper towels).</p> <p>3) It is recommended to use a plastic flask instead of a glass flask.</p> <p>LST Comments: All of the corrective action items have been completed.</p> | | | |
| 145484/145482 | C | Feb 5, 2026 | <p>Needle Poke Incident</p> <p>The student was transferring a small amount of material from a reaction flask to an NMR tube using a Pasteur pipette. The student was working in a fume hood and was wearing full PPE (lab coat, safety glasses, gloves, long pants and closed-toed shoes). They then place the pipette in the NMR tube and took a syringe (with needle) containing deuterated chloroform to wash the residual material into the tube. The student was working at an awkward angle due to the low height of the fume hood sash and accidentally cut their finger with the needle. The student then removed their gloves and washed the injured area. As the same time, a nearby student called campus first aid, and then called me. Due to the hazards of chloroform getting into cuts and punctures, it was recommended that the student go to urgent care, as an abundance of caution.</p> <p>Actions and Resolutions:</p> <p>1) A blunt-ended needle with syringe could be used to transfer solvent into the NMR tube. Alternatively, a pipette</p> | GS/WC MC | Complete | C |



| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
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| | | | <p>could be used as well. Discuss the updated procedures with the group.</p> <p>LST Comments: After review, the group have decided to use a Pasteur pipette to prepare the NMR samples. Needles have been removed from the protocol. This was discussed with the group in-person and a follow-up email was sent.</p> | | | |
| 145514/145515 | C | Feb 9, 2026 | <p>Needle Stick Student was transferring approximately 2 mL of dichloromethane to a sealed anhydrous RBF using a syringe attached to a hypodermic needle through a rubber septum. The needle got stuck in the rubber septum and they attempted to remove the needle by wiggling and twisting then using some force to pull while stabilizing the needle with their left hand, in which the needle came out the septum and pricked their left ring finger. They immediately took off the glove and began rinsing the finger under cold water letting it bleed. Lab mates were notified and notified myself. First aid was called after 20 minutes. First aid attended 25 minutes after they received the call and the student was transported to the hospital. A member of the lab accompanied the student.</p> <p>CHEM LST: Student was wearing a lab coat, safety glasses, long pants, closed-toed shoes, and nitrile gloves. After the incident it was noted the volume inside the syringe had slightly more than 2 mL of dichloromethane in it. It was reported that the student was following procedures to pull the needle out and were holding the needle with both hands. While pulling the needle out, their left hand slipped and got punctured.</p> | MC/WC | In Progress | IP |



| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
|--|---|--------------|---|-------|-------------|----|
| | | | <p>Actions and Resolutions:</p> <ol style="list-style-type: none">1) SOP for needle use in transferring solvents will be reviewed and updated. When needles are hard to extract, pliers or other tools should be used or if by hand then cut-proof gloves are to be used.2) Use of longer needles will be reviewed for this type of task.3) All lab workers will be reminded that shorter needles (~30 mm) should be used and will be instructed accordingly.4) Remind everyone, for this type of incident UBC First Aid should be called immediately. <p>LST Comments:</p> <p>Items 2 and 3 have been completed. Request for more information on what was decided in terms of which type of needle should be used.</p> | | | |
| 145519/145527 | C | Feb 10, 2026 | <p>Splash in Eye</p> <p>Student was transferring crude reaction into a Biotage column while wearing all of their proper PPE (lab coat, safety glasses, long pants, closed-toed shoes and gloves). Details are not clear but something splattered, went over safety glasses and landed in student's left eye. Immediate irritation was felt. Proper action was taken and the student was guided to the eye wash station. Left eye was washed for 15 min. under running water. UBC First aid was called and student was guided to the hospital to be checked on.</p> <p>CHEM LST: The end of column tubing from the Biotage was not secured and came loose. The tubing was placed inside an Erlenmeyer flask to drain. There may have been some residual solvent inside the tubing or solvent may have splashed up from the Erlenmeyer flask when the tubing</p> | MC/WC | In Progress | IP |



| 4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | |
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| | | | <p>came loose. The student's head was positioned down while they were pipetting the rest of their crude sample when the splash occurred. The student was wearing over the eye safety glasses, which did not adequately protect their eyes.</p> <p>Actions and Resolutions:</p> <p>1) Secure the end tubing so it doesn't come loose/free. 2) The OTG safety glasses should be well fitted to maximize protection for the eyes. Replace safety glasses with ones that provide maximum coverage. Alternatively, wear safety goggles for this task.</p> <p>LST Comments:</p> <p>Appropriate safety glasses have been provided for this task.</p> | | |

| 5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | | | | | |
|---|----------|-------------------------------------|-------------|-------------------------------|--------|
| <i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i> | | | | | |
| Item # (Use Inspection #) | Priority | Discussion/Comments/Recommendations | Assigned To | Follow up: Date Pending | Status |
| | | | | | |

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

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|-----------|---|--|-------|-----|----|
| July 2025 | C | <p>Technical Services Areas</p> <p>The annual safety inspections for the electronics shop (ES), the machine shop (MES), the Glass Shop, and the IT room were inspected in July. Sept update: the deficiencies are in progress NOV Update: In Progress. DEC Update: Deficiencies for all the service areas have been completed, except for the Glass Shop and a few items in the Machine Shop. JAN Update: The deficiencies in MES has been completed. Follow up with Glass Shop.</p> <p>LST Comments: Follow up with the Glass Shop.</p> | MC/JS | N/A | IP |
| Oct 2025 | | <p>Missed Research labs</p> <p>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. NOV Update: In Progress. DEC Update: One lab has a couple of items that are pending. JAN Update: Student waiting on oil tray from the machine shop.</p> <p>LST Comments: Last item, student is waiting for 22 oil trays from the machine shop.</p> | 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 | <p>UBC CHEM Fire Extinguisher Training</p> <p>Please contact safety@chem.ubc.ca 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 | 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. Sept 2025 - A service request has been submitted to provide restraints for a table and LASER. Nov 2025 - A308 – 2 x restraints for cylinders were installed. Dec 2025 - There are a couple of cylinders in CHEM B that need to be secured at 2-points. KM to submit a service request. Jan 2026 - A few cylinders in CHEM B have been added to the list to have double restraints. LST Comments: Additional cylinders in the CHEM B 4 th floor labs have been added to the list. | KM/SM | Ongoing | R |



| 7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes) | | | | | |
|--|---|---|----|-------------|----|
| Feb 2021 | C | <p>Dispensing LN2 Safely - Training It would be useful to have an informational course and quiz available to the department as a training tool for dispensing liquid nitrogen.</p> <p>Sept update: Training will be improved, documented and then tested. Nov update: 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 safety they will be granted access. Jan updates: Liquid nitrogen dispensing procedures will be added to the Technical Services website.</p> <p>LST Comments: The new procedures have been updated and have been added to the website.</p> <p>https://www.chem.ubc.ca/sites/default/files/wysiwyg_uploads/facilities/liquid-nitro/forms/liquid_nitrogen_dispensing_room_swp_jan2026.pdf</p> | SM | In Progress | IP |
| 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. 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 safety they will be granted access. NOV Update: In progress, started to look through the various available SOPs.</p> <p>LST Comments: No updates.</p> | MC | In Progress | 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>Sept update: Glenn to follow up with SRS and the department's administrative team. NOV Update: Tabled.</p> <p>LST Comments: Referred forward.</p> | GS/MC | Referred Forward | RF |

| 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 | 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> <p>Monica – The Active Shooter Preparedness course is no longer available on www.wpl.ubc.ca. However, the active threat training has been embedded in the Workplace Violence Prevention training course. The mandatory training requirements have been updated on the safety website and the red safety folder. In addition, the Hazardous Waste Management Training course is now required to be renewed every 5 years. An email has been sent to the department to reflect the changes.</p> <p>The lab safety inspections have been updated to include a note to check when the Quarterly fire drills are completed.</p> | N/A | N/A | N/A |



| 8. NEW & OTHER BUSINESS | | | | | |
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| | | <p>UBC ESF have kindly agreed to adjust the cage 2 pick up schedule to Monday and Thursdays instead of the Tuesday and Thursday. This change was requested on behalf of the students and faculty. The 5 day period between the Thursday and Tuesday pick up accumulates a lot of pile up of waste, so hopefully this change will help the department with some temporary relief.</p> <p>Glenn – Working along procedures for people working in offices should be in place. Please reach out to safety@chem.ubc.ca if you need assistance.</p> | | | |
| N/A | E | <p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Safety Day 2026 – Save the Date Safety Day 2025 will be held on Tuesday October 6, 2026. Please save the date. Agenda and Registration will be released in the upcoming months once finalized.</p> <p>Chemical Weapons Declaration Each year UBC is required to declare our possession and usage of chemicals covered by the Chemical Weapons Convention (CWC) to the Canadian National Authority. The information is collected via Qualtrics. Very soon departmental contacts will receive a link to share with lab personnel to let us know whether any of the chemicals covered by the CWC were consumed, stored, imported or exported in any activities that took place at UBC in 2025. Before starting the survey, we recommend that labs check their inventory to determine if you had any of the 2143 scheduled chemicals from the Handbook on Chemicals 2022. Past participants of UBC's Chemical Inventory Initiative will be able to find this information quickly and easily in the Excel spreadsheet provided with their SRS report.</p> <p>Expanding Field Safety Resources – Marine Activities Exploration Safety & Risk Services needs your insights into the learning and research activities that take place near or on water to understand the best ways to</p> | N/A | N/A | N/A |

**8. NEW & OTHER BUSINESS**

support faculty, staff and students. The purpose of this survey is to collect information that can help improve safety resources and programming for everyone involved in marine activities and transport. Additionally, we aim to identify all watercraft that operated as part of teaching and research—regardless of who owns the vessel. Knowing this is critical to ensure adequate insurance coverage for vessels and valuable research equipment that UBC owns and/or is legally responsible for while in its care, custody, and control.

The Survey link will be shared through a variety of channels in late February – please participate! Your input is greatly appreciated and you will have an influence on programming moving forward.

Request a Mental Health Resource Overview for Your Committee

The Workplace Wellbeing (UBCV) and Workplace Health (UBCO) teams have recently updated several key mental health and crisis response resources. Committees and departments are invited to request a 15–20-minute overview of these materials. To book a session or request printed copies, contact miranda.massie@ubc.ca or [submit a request here](#).

Available resources include:

- Mental Health Continuum tools for [faculty and staff](#), and for [managers or leaders](#) (webpages, PDFs, posters)
- [Preparing for Workplace Crises](#) (WPL self-paced course; repository for resources and education on the topic)
- [Critical Incident Response for Leaders](#) (guidance and aftercare resources)

New and Updated Resources: Supporting WorkSafeBC Claims and Modified Duties

A new [Worker's Guide to WorkSafeBC Claims](#) is now available on the UBC [HR website](#) to support employees who are injured at work and have an active claim with WorkSafeBC. This guide outlines the claims process, what to expect, and available supports.



8. NEW & OTHER BUSINESS

This complements the existing [Manager’s Guide to WorkSafeBC Claims](#) (CWL login required), which provides guidance on reporting, documentation, and return-to-work responsibilities.

In many cases, there may be opportunities for Stay at Work or modified duties before a claim results in lost time. [New legislation](#) now requires both managers and workers to collaborate on identifying appropriate modified duties following a workplace injury. To support these discussions, a [Tip Sheet for Offering Modified Duties](#) is available.

Informational Items

LST Training

New dates have been released for LST training. You can register for and LST training [here](#).

| LST Training | |
|--------------------------|--------------------------|
| Part 2a | Part 2b |
| March 25 8:00-10:00am | March 26 8:00-10:00am |

WorkSafeBC Inspection Reports (IR)

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

- a. IR202516973983A - receipt and acceptance of the UBC’s full incident investigation report relating to an incident where worker experienced a medical event and was



| 8. NEW & OTHER BUSINESS | | | | | |
|-------------------------|--|--|--|--|--|
| | | <p>transported to hospital by First Responders. No orders issued</p> <ul style="list-style-type: none">i. Familiarize yourself with Immediately Reportable incidents, must be immediately reported to WorkSafeBC. Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident.ii. immediately reportable incident must be reported to Campus Security at 604-822-2222 after calling 911 (both on-campus and off-campus)iii. If you are unsure, report it to Campus Security immediately so the appropriate response and escalation can occur. | | | |
| | | <p>b. IR 202516973982A - receipt and acceptance of the UBC's full incident investigation report relating to an incident where worker tripped and fell crossing street and was transported to hospital by First Responders. No orders issued. UBC to complete full investigation</p> <ul style="list-style-type: none">i. Familiarize yourself with Immediately Reportable incidents, must be immediately reported to WorkSafeBC. Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident. | | | |



| 8. NEW & OTHER BUSINESS | | | | | |
|-------------------------|--|--|---|--|--|
| | | | <ul style="list-style-type: none">ii. immediately reportable incident must be reported to Campus Security at 604-822-2222 after calling 911 (both on-campus and off-campus)iii. If you are unsure, report it to Campus Security immediately so the appropriate response and escalation can occur. <p>c. IR 202616973998A – Jan 19th worker spoke to WorksafeBC a worker slipped on ice and fell, hitting their head and was transported to hospital by First Responders. No orders issued. UBC to complete full investigation</p> <ul style="list-style-type: none">i. Familiarize yourself with Immediately Reportable incidents, must be immediately reported to WorkSafeBC. Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident.ii. immediately reportable incident must be reported to Campus Security at 604-822-2222 after calling 911 (both on-campus and off-campus)iii. If you are unsure, report it to Campus Security immediately so the appropriate response and escalation can occur.iv. Plan your route using main pathways when walking on campus. Side paths can be unmanaged and may be slippery or contain tripping hazards, increasing the risk of slips, trips, and falls | | |



| 8. NEW & OTHER BUSINESS | | | | |
|-------------------------|--|---|--|--|
| | | <p>d. IR 202616973997A – Jan 22nd worker spoke to WorksafeBC a worker slipped on ice and fell, hitting their head and was transported to hospital by First Responders. No orders issued. UBC to complete full investigation</p> <ul style="list-style-type: none">i. Familiarize yourself with Immediately Reportable incidents, must be immediately reported to WorkSafeBC. Since the worker was transported to hospital by First Responders, it met the requirements to be an immediately reportable incident.ii. immediately reportable incident must be reported to Campus Security at 604-822-2222 after calling 911 (both on-campus and off-campus)iii. If you are unsure, report it to Campus Security immediately so the appropriate response and escalation can occur. | | |

| 9. NEXT MEETING | |
|-----------------|---------------------|
| Date: | March 19, 2026 |
| Time: | 2:00 pm |
| Location: | Online Zoom Meeting |

| 10. MEETING ADJOURNED | |
|-----------------------|---------|
| Time: | 2:43 pm |



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