



Chemistry LST Meeting Minutes **Approved**

Name of Team: Chemistry Local Safety Team

Chair(s): Glenn Sammis & Monica Clarkson

Date: January 15, 2026

Time: 2:01 pm

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Sedgwick	Chemistry – Shops and Services Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Glenn Sammis	Chemistry – Faculty, Co-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	Chemistry - M&P, Co-Chair & Safety Program Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Resources/Guests	Work Location	Present	Regrets	Absent
Peggy Paduraru	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Lai	UBC Safety & Risk Services	<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? Motioned by Glenn and seconded by Ben.	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 CAIRS report 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
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:**

		<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:						
			<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>LST Comments: 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. Secondary containment will be available in CHEM Stores starting January 16, 2026.</p>			
138419/138418	C	Nov 24, 2025	<p>Failure of glass reaction vessel A student was setting up a reaction they had setup previously in a fume hood in a 10 mL Straus flask. The reaction contained 3 mL of toluene. NaBH₄ in 2 mL of methanol had been added. There was likely evolution of hydrogen gas. The student got distracted with another reaction after the addition of reagents and had kept the reaction vessel closed. Gas had built up in the reaction and the vessel had ruptured. The student was away from the fume hood and wearing safety glasses, lab coat and nitrile gloves and suffered no injuries.</p> <p>CHEM LST: Blast shield was not being used. This incident was not reported immediately.</p> <p>Actions and Resolutions: 1) Review available SOP and update to include section on gas generating reactions</p>	MC/GS	Complete	C

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

			<p>2) Review incident and review best practices at group meeting to retrain the group</p> <p>3) Remind and retrain everyone with the updated procedures.</p> <p>4) Remind everyone that this type of incident is immediately reportable. Although there were no injuries, there was a potential for serious harm, and as per the Workers Compensation Act, we need to report it immediately.</p> <p>5) It is recommended not to use a Straus flask for this type of reaction. GS to follow up with the PI and the group in January.</p> <p>DEC Update: Items 1, 2 and 3 has been completed. It 4 will be discussed at the next group meeting in January 2026. It is recommended not to use a Straus flask for this type of reaction. GS to follow up with the PI and the group in January.</p> <p>LST Comments: All items have been completed. The group has discussed the incident, the updated procedures, and training at their group meeting. They also discussed the importance or not using a Straus flask for these types of reactions.</p>			
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4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
145310	C	Jan 13, 2026	<p>Student Fainted A student was leaning over a sink in the lab and said they do not feel well and that they might pass out. I asked them if they would like to sit in the hallway which is cooler, and that I would get them some water. While I was grabbing water, the student fainted and teaching assistants in the lab called for me. The student had fainted at the doorway to the hallway and was on the floor, but conscious. The student was brought into the hallway, given water, and first aid was called. First aid arrived quickly and took care of the student.</p> <p>Actions and Resolutions: 1) Submit a CAIRS incident report.</p> <p>LST Comments: UBC First Aid was called immediately and arrived within 5 minutes.</p>	MC/GS	Complete	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)					
<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)					
July 2025	C	<p>Technical Services Areas 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.</p> <p>LST Comments: The deficiencies in MES has been completed. Follow up with Glass Shop.</p>	MC/JS	N/A	IP
Oct 2025		<p>Missed Research labs 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.</p> <p>LST Comments: Student waiting on oil tray 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 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. LST Comments: A few cylinders in CHEM B have been added to the list to have double restraints.	SM/KM	On going	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.</p> <p>LST Comments: Liquid nitrogen dispensing procedures will be added to the Technical Services website.</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: In progress.</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: Tabled.</p>	GS/MC	In Progress	IP

8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
N/A	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: Glenn/Monica – Quarterly fire drill information and requirements were sent to faculty and teaching staff. The labs are expected to complete the first drill of the year by Feb 6th.</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>Bi-Annual General Building Exterior Checklist As we move into the darker months of the year, it's a good time to review exterior building conditions. The Bi-Annual General Building Exterior Checklist (Section C), found in the General Inspection & Report Template, supports reviews of lighting, visibility of entrances and exits, clear walkways, building security, and general exterior maintenance.</p> <p>This checklist is typically completed in January and June to help identify any issues that may need follow-up.</p> <p>For any questions, please contact safety.risk@ubc.ca.</p> <p>New Exposure Control Plan – Working to address the Risks of Mould at UBC Worksites Exposure control plans (ECP) provide a ‘blue print’ for the program and its component parts by describing the hazard and associated the health risks, as well as the controls used to mitigate those risks. The new Draft Mould Exposure Control Plan (ECP) aims to provide clear guidance in the event mould is suspected or found at your workplace.</p> <p>Prior to its publication, SRS is seeking input from the UBC community to verify that the content is both inclusive and reflective of mould risks at our varied worksites. Your feedback will help ensure the content of this document includes the information you need to stay safe at work.</p> <p>To share your comments, please complete this Qualtrics survey by February 20th, 2026. The Mould Exposure Control Plan can be found using the link on the first page of the survey.</p>	N/A	N/A	N/A

**8. NEW & OTHER BUSINESS****Bell Let's Talk – Mental Health**

January 21, 2026 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at [Bell Let's Talk](#).

Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at [UBC Health and Wellbeing](#).

For additional educational opportunities, explore our mental health-related courses at [UBC Workplace Learning](#). Together, we can foster a healthier, more supportive community.

Informational Items**New Health & Safety Associate**

We're pleased to welcome Alex Chin to Safety & Risk Services as the new Health & Safety Associate!

Alex is a graduate of both the UBC Kinesiology Program and the BCIT Occupational Health & Safety Program. She brings experience as an Environmental Health & Safety consultant, where she supported large institutional clients including Metro Vancouver, Simon Fraser University, and Kwantlen Polytechnic University in developing and implementing comprehensive health and safety programs.

At UBC, Alex will be supporting the JOHSCs and LSTs, including delivering committee training and serving as a key point of contact for safety-related guidance.

Please join us in welcoming her to the team!

LST Training

**8. NEW & OTHER BUSINESS**

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

LST Training	
Part 2a	Part 2b
TBD	TBD
TBD	TBD

Online registration for Part 2a and Part 2b will open early to mid-January. Please ensure you sign up for both training parts.

WorkSafeBC Inspection Reports (IR)

There was one inspection reports received since the last co-chair email.

- a. 202516973989A – worker tripped and fell while crossing street, no orders issued. Worker went to hospital, UBC to complete investigation.
 - i. Review immediately reportable offences, if unsure call campus security

9. NEXT MEETING

Date:	February 19, 2026
Time:	2:00 pm
Location:	Online Zoom Meeting

10. MEETING ADJOURNED

Time:	2:25 pm
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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