



Local Safety Team Meeting Minutes

Name of Team:

Mining Engineering

Chair(s):

Aaron Hope,
Ali Madiseh

Date:

April 23, 2025

Time:

11:05 AM

Location:

FF 519A and Zoom (online)

AGENDA:

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



1. ROLL CALL

Worker Representatives	Work Location	Present	Regrets	Absent
Libin Tong		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frank Yan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McElligott		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gareth Leonard		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Aaron Hope		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amber Simpson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ali Madiseh		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Holuszko		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bern Klein		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marek Pawlik		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Richard Cowell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sally Finora		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melanie Mackay		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ramita Lehman		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. 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



3. 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 #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		See below deficiencies, in progress			IP

4. 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
ED-22/04/25-1		Safety Training of Faculty and Staff - Emails will be sent out to those with outstanding training requirements.	AH		Ongoing
NB-22/06/27-3	E	JOHSC has requested all LST reps to communicate to their respective units to check all equipment with pinch-point hazards and for adequate guarding. Technicians and lab supervisors to check all equipment and note any upgrades required to LST.			Ongoing
NB-22/06/27-4	E	SWP/SOP discussed with faculty in Dept. meeting. Many pieces of equipment in our labs don't have an updated SWP see SRS template that includes Risk Assessment). The SWPs we have are not centrally located. Technicians and Faculty supervisors to start updating. UBC does not offer a database with SWPs from other departments. Similar items can be grouped together and have one shared SWP. SRS Webpage Update Full Details on the Website			Ongoing



5. 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	Review of previous meeting minutes – Minutes were accepted as read.			C
NB-24/09/25-6		<p>Annual PortaCount Calibration: Libin confirmed that the unit was calibrated and ready for testing. Discussed was the importance/requirement of training records. Currently, physical records are kept for those getting fit tests but no record is kept of the person trained to use the machine to conduct fit tests. Usually a TA or Grad student is trained by the technical staff to conduct a fit test and a record of this training should be kept. Action: Libin to create a training document (it was suggested to base off of the SRS templates) and keep a physical record and digital record in the dept. shared drive. Aaron to create a folder for the training documents and send Libin examples of training docs. All records of fit tests and training to be digitized and upload to the shared drive. K:\mine-general\Safety\Respirator Fit Test_PortaCount\PortaCount Training Records</p> <p>Update: Libin has created a document for people who have received training and this document is saved to the Mine general shared drive (K:). Update: Libin has created a simplified training document and uploaded to the K drive in addition to the previous document- Aaron to review this taking into account the standardizing of our SWP documents in the ongoing Education/Training section above. Action: Libin to provide a copy of the protocol/procedure that is used for training and is working on it currently. Once complete, it will be reviewed and saved to the shared K drive also. Update: Aaron confirms that the template records will be used and not the additional simplified version. It was unclear if Libin had a procedure already and just needed to format to the standard template but stated he will finish and upload the SWP in the new format within 2 months. He also requested if there was a manual available as he had one but wasn't sure if it was correct. Gareth sent manuals to Libin. Update: Libin will transcribe the SWP</p>	LT		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		he created into the standard UBC template and upload it to the K:\mine-general\Safety\Respirator Fit Test_PortaCount by mid-May as discussed.			
NB-24/10/23-5		New Project Hazard Assessment Form – the form requires multiple signatures from the supervisor, are we able to reduce this to one signature? These forms should be posted in the work area if possible and a copy should be kept by the supervisor and technician. The lab worker uploads a copy to their Canvas Mine Safety profile but if they are not from our department or a visitor doing supervised lab work then the technician will upload a copy to the Mine (K) shared drive for our centralized records. (LST to discuss). Action: Marek has approved the removal of multiple signatures and the form will be updated and added to the canvas MINE Safety Online Workshop. A copy of the form should be saved to K:\mine-general\Safety\New Project Hazard Assessment Forms. Update: A copy of the current NPHA form (New Project Hazard Assessment Form 2025) is available for LST members to review. Action: LST members to offer input for updated form. To be discussed. Update: Action: Libin and Frank to review form. The safety team to create a title page with the purpose, scope and processes to guide students and supervisors on the updated form. Update: Libin and Frank to review document. Update: Document to be reviewed at Faculty Meeting.	FY/AH/GL/ LT/LST Members		IP
NB-25/01/22-8		Material Assessment Form updates – Several samples have entered the lab recently without SDS or forms completed potentially posing a risk to workers. Updating procedures and forms was discussed. Action: Updates will be made to the dept. Material (Ore) Assessment form emphasizing the <u>requirement</u> of SDS or Assay with samples being brought into our facilities. These documents will be a requirement before further research work can be conducted and/or samples are received. Protocols will also be updated as needed. Dept Head to approve all changes when complete. LST members to participate in updating the MOA form. Update: Aaron and Ali to discuss before the next LST meeting. LST lab technicians to offer input. Update: Document to be reviewed at Faculty Meeting.	LST Members/ AM/AH		IP



6. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-25/04/23-1	E	Safety Day 2025 – Save the Date. Safety Day 2025 will be held on Wednesday October 8, 2025. Please save the date. Agenda and Registration will be released in the upcoming months once finalized.			C
NB-25/04/23-2	E	New tool to support managers with ‘offer of modified duties’ to injured workers. When a worker is injured, WorkSafeBC legislation requires employers to offer safe, suitable modified duties as soon as possible. To help managers fulfill their obligations, a new Tip Sheet for Offering Modified Duties is available on the HR website and attached for reference. This can be used: <ul style="list-style-type: none">Day of injury, after First Aid assessment (minor injuries)Before the next scheduled shift (minor injuries) Managers should document any modified duties discussed with the worker in CAIRS or by emailing UBC’s WSBC Claims Associate at wcb.info@ubc.ca . <ul style="list-style-type: none">Learn more about WorkSafeBC’s Bill 41: Duty to Cooperate and Duty to Maintain EmploymentSee UBC’s Manager's Guide for WorkSafeBC Claims (CWL login required)Contact UBC’s WSBC Claims Associate at wcb.info@ubc.ca for support with any of the above			C



6. NEW & OTHER BUSINESS					
NB-25/04/23-3	E	<p>Musculoskeletal Injuries UBC's very own Student Housing and Community Services Unit has been featured in WorkSafeBC Enews highlighting their great work around managing the risk of musculoskeletal injuries (MSIs). Read more using the link provided.</p> <p>MSI is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including sprain, strain and inflammation that may be caused or aggravated by work. MSIs make up approximately 30% of WorkSafeBC injury claims at UBC.</p> <ul style="list-style-type: none"> To prevent such an injury, review and implement the information provided on the Ergonomics website and contact ergonomics.info@ubc.ca as needed for additional support If anyone in your areas has suffered an MSI injury, there are UBC resources to assist with investigating these types of incidents. Please share these widely with your areas. 			C
NB-25/04/23-4		<p>Building Emergency Response Plan In response to the earthquake on February 21, a lot of questions have surfaced and as a result, delayed the release of the new version of the BERP as we look to provide further clarity in the documented response procedures.</p>			C
NB-25/04/23-5		<p>Gatenby UG room break-in/intruder encountered by staff and student – an unhoused person was encountered by an UG student who alerted our office staff. Campus security was called and the staff member and student asked the person to leave which they did without confrontation. The person was able to pry open the card reader latch mechanism to enter the room. An SR was put in to clean the couch and area where this person was sleeping over night as well as installation of a door plate to cover the latch.</p>			IP
NB-25/04/23-6		Mining Undergrad Safety – nothing to report			C
NB-25/04/23-7		Mining Grad Safety – nothing to report			C
NB-25/04/23-8		JOHSC – nothing to report			C



7. NEXT MEETING	
Date:	May 21st
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:30pm

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Send a copy of the meeting minutes report 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
- Risk Management Services safety.programs@riskmanagement.ubc.ca

Informational Items

JOHSC Training

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

JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
May 14 1:00 pm -3:00 pm	May 22 9:00am – 11:00am	April 8 9:00am – 10:30am	April 10 1:00pm – 2:30pm