



## Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope  
Ali Madiseh

Date: December 1, 2023

Time: 11:00 AM  
Location: FF 519A and Zoom (online)

### AGENDA:

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| <ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none"><li>• Monthly Incident List &amp; Statistical Summary Report</li></ul></li><li>3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li></ol> | <ol style="list-style-type: none"><li>4. Review Education and Training</li><li>5. Ongoing Business – Status of Action Items, Review of Previous Minutes</li><li>6. New and Other Business</li><li>7. Next Meeting</li><li>8. Meeting Adjournment</li></ol> |
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1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Libin Tong		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Yan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McElligott		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gareth Leonard		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Joanna Ho		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron Hope		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Mackay		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amin Shadi		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gabe Demers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report <i>(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)</i></li> </ul>						
(* 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
GI-CMP-23/12/01		Inspection Date: Dec 1, 2023 Location: CMP 109A, 109B, 155 Notable Issues: None <b>JOHSC Action Required? No</b>			C

**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 - Joanna has uploaded documents for Aaron to review. 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. <b>SRS Webpage Update <a href="#">Full Details on the Website</a></b>			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-23/01/30-3		<p><i>-Lithium batteries: Info required for working with these cells, including SWP procedures/protocols and storage. <b>Update:</b> Aaron sent Richard SDS sheets and those have been forwarded to Rich Wambolt (UBC SRS). -Temporary storage in room 152 with batteries on a steel cart and temp signage outside the room. We have ~ 100lbs of sand near CMP 103 in case of fire.</i></p> <p><i>-The need for longer term storage if needed for classes and/or labs may be an issue and a proper enclosure will be required. Ali raised concerns over battery combustion and safety procedures for students working with these.</i></p> <p><i>- Aaron, Ali and Ilija had a meeting to discuss whether these cells will be used for classes or not. Ilija would like to use some for a class. 6-7 test rigs to be created. Proper storage in this class would have to be purchased or constructed. State of charge to be known and SWP would need to be created before student use. Leftover cells not used for this class would be recycled.</i></p> <p><i>-Update: This item to remain in the LST minutes until a SWP has been created or batteries recycled</i></p>			IP
NB-23/04/24-5		<p><i>- Mining Grad Safety: Sally asked if the liquid nitrogen (LN<sub>2</sub>) SWP had been updated since the elevator refurbishment was completed as the caution/safety belt used to block access to the elevator while transporting the LN<sub>2</sub> dewars was removed? Sally asked Frank what is done if he is away, how would researchers get LN<sub>2</sub>?</i></p> <p><i>- Action Items: Frank could not locate a SWP for transporting LN<sub>2</sub> . Frank reached out to Heli in Materials Dept. to see if they have a current SWP and</i></p>	FY/AH		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>they don't. No copies of an old SWP have been located. A new SWP will need to be created using the most up to date UBC SRS templates. Sally, Aaron and Ali can offer assistance to help Frank create a SWP as needed.</p> <ul style="list-style-type: none"> <li>- Ali asked about safe work procedure if Nitrogen spills and flows into elevator and vents during elevator transport. (Richard may be able to offer input). This info will be incorporated into SWP.</li> <li>- Frank has created a procedure document and will distribute to the LST for review before the next meeting.</li> </ul> <p><b>-Update:</b> Frank presented the SWP to the LST (see below). LST team agrees with the info and appreciates Frank's efforts. <b>Action:</b> Frank will update the SWP document with NBK letterhead and source/download the cryogenic guide from SRS and update for use by our dept. Once complete all docs will be sent to Aaron and saved on the dept shared drive. <b>Action:</b> Aaron to follow up with FM and Rich Wambolt about elevator ventilation questions in case of spill scenario.</p>			
NB-23/04/24-3		<p><b>-Fume hood Audit:</b> Update: One fume hood did not pass the inspection. A SR has been requested as per UBC SRS report. There is a backlog of multiple fume hoods waiting for audits throughout UBC. Libin stated that the fume hood can still be used until October 2023 based on the previous inspection tag. Currently waiting for repair.</p> <p><b>Update:</b> SRS was contacted and they emailed the FM to expedite this work. A second fume hood in 304 requires the sash glass replaced and SR was requested for this and is in progress</p>			IP
NB-23/10/31-6		<p><b>Mining Dept. Annual Long Lab Inspections 2023</b> for CMP and FF buildings to be completed. See chart below with specific areas and person responsible for completing the inspections. If any changes to the list are required please let the LST Co-chairs know.</p> <p>Emails with the chart and long inspection form will be sent to each supervisor responsible for their area. The supervisor can delegate a person to complete the inspection on their behalf (i.e. a lab technician, Grad student or Postdoc familiar with the lab area etc.). Multiple lab areas can be combined in one</p>			IP



**5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)**

		<i>inspection form but deficiencies must be clearly noted as to location and issue. Inspections due by Dec.1, 2023 <b>Update:</b> a reminder for these inspections was discussed and emails sent to supervisors again as only one inspection has been completed as of this meeting. List is below.</i>			
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**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-23/12/01-1	E	<b>Annual Seasonal Shutdown and Holiday Tips</b> <i>Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</i>			C																
		<table border="1"> <thead> <tr> <th>Seasonal Shutdown Tips from Sustainability</th> <th>Holiday Tips from Campus Security</th> </tr> </thead> <tbody> <tr> <td>Switching off electronics</td> <td>Closing and locking office and exterior building doors &amp; windows</td> </tr> <tr> <td>Turning off the lights</td> <td>Turning off office lights and electronic equipment</td> </tr> <tr> <td>Unplugging small appliances</td> <td>Locking away portable equipment, tools, laptops and any external data devices</td> </tr> <tr> <td>Closing windows and blinds</td> <td>Closing blinds and curtains</td> </tr> <tr> <td>Reporting any air or water leaks</td> <td>Locking valuable personal property out of sight or taking it home</td> </tr> <tr> <td>Shutting fume hood sashes</td> <td>Ensuring all your data devices are encrypted for security</td> </tr> <tr> <td>Shutting down non-essential lab equipment</td> <td>Protecting your building and office keys at all times to prevent risk to your workspace.</td> </tr> </tbody> </table>				Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	Switching off electronics	Closing and locking office and exterior building doors & windows	Turning off the lights	Turning off office lights and electronic equipment	Unplugging small appliances	Locking away portable equipment, tools, laptops and any external data devices	Closing windows and blinds	Closing blinds and curtains	Reporting any air or water leaks	Locking valuable personal property out of sight or taking it home	Shutting fume hood sashes	Ensuring all your data devices are encrypted for security	Shutting down non-essential lab equipment	Protecting your building and office keys at all times to prevent risk to your workspace.
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NB-23/12/01-2	E	<b>Silica Exposure Control Plan (ECP) Feedback</b> <i>Prior to the publication of the Silica Exposure Control Plan, Safety &amp; Risk Services is seeking input from</i>	AH		C																



6. NEW & OTHER BUSINESS					
		<p>the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete this <a href="#">Qualtrics survey</a> by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey <b>Action:</b> Aaron to follow up. Survey was taken and ECP reviewed. This will be helpful for our projects</p>			
NB-23/12/01-3	E	<p><b>Lead Exposure Control Plan and Training Course</b> Exciting News! SRS is launching an updated <a href="#">UBC Lead Exposure Control Plan</a> (ECP) and a new <a href="#">Lead Awareness training</a> course. This ECP and the associated training is intended specifically for supervisors, workers, and students who are likely to come into contact with lead or lead containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures. <b>Action:</b> Aaron to follow up with Rich Wambolt as this could be required by our lab users.</p>	AH		IP
NB-23/12/01-4	E	<p><b>Preparing for Extreme Winter Weather at UBC</b> As per the <a href="#">Snow Policy</a>, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: <a href="https://www.ubc.ca/">https://www.ubc.ca/</a> in the event of extreme weather. Facilities' Municipal Services and Custodial Service teams provides <a href="#">ice prevention and snow removal services</a> on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the <a href="#">Facilities Service Centre</a> at 604-822-2173. <b>Action:</b> Gareth to send emails as a reminder</p>	GL		C
NB-23/12/01-5		<p><b>APSC Chemical Inventory Initiative:</b> Libin discussed that Mining has just undergone a chemical inventory review for our labs. Some old chemicals will be disposed of. Reports have been provided with recommendations.</p>	LT		IP
NB-23/12/01-6		<p><b>Mining Undergrad Safety</b> –Gatenby door card reader beeper to be checked. <b>Action:</b> Gareth/Aaron to have a look and put in SR as needed</p>	GL/AH		IP



6. NEW & OTHER BUSINESS					
NB-23/12/01-7		<b>Mining Grad Safety</b> – Nothing to report			C
NB-23/12/01-8		<b>JOHSC</b> - Nothing to report			C

7. NEXT MEETING	
Date:	January 29, 2024
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:45am

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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](mailto:safety.programs@riskmanagement.ubc.ca)



## Long Lab Inspections 2023

The following chart shows the areas you are responsible for:

Building/ Room Number	Supervisor	Supervisor's Inspection Delegate	Completion Date:
CMP 102, 110, 111, 111A & 151	Elmo, Davide		Not received
CMP 358- Microscope Lab	Holuszko, Maria	Mehdi Golzar Ahmadi	Not received
CMP 201A & 203	Holuszko, Maria	Mehdi Golzar Ahmadi	Not received
FF 503	Holuszko, Maria	Mehdi Golzar Ahmadi	Not received
CMP 100, 101 (incl. 101A/B), 108	McElligott, Chris	n/a	Not received
CMP 109 (East Storage area)	McElligott, Chris	n/a	Not received
CMP 304	Klein, Bern		Not received
CMP 207 (Cyanide & Sink Float)	Klein, Bern/Marek Pawlik	Frank Yan	Not received
CMP High-Bay 201 & 205	Klein, Bern		Not received
CMP 310A	Klein, Bern		Not received
CMP 155, 109A & 109B	Madiseh, Ali	Amin Shadi	Dec 1, 2023
CMP 305	Miskovic, Ilija	n/a	Not received
CMP 200, 204, 206, 208, 210	Miskovic, Sanja	Libin Tong	Not received
CMP 304A	Miskovic, Sanja	Libin Tong	Not received
CMP 216 - Potash Wet Lab	Pawlik, Marek	Frank Yan	Not received
FF 401 (incl. 401 A/B) & 403	Pawlik, Marek	Frank Yan	Not received
CMP 103	Tong, Libin	n/a	Not received
CMP 152 (storage)	Tong, Libin	n/a	Not received



### Transporting liquid nitrogen dewars by elevator

According to UBC Cryogenic Liquid Safety guideline of CHEM-GDL-003, if people are trapped in an elevator with dewars of liquid nitrogen, they are at risk of potential asphyxiation and fire/explosion. “People must **not** ride in an elevator in which large cryogen dewars are being transported” (SRS Advisor, Chemical Safety, 2021, P4). When moving large dewars filled with liquid nitrogen by elevator in the Frank Forward Building,

1. As shown in Figure 1, place liquid nitrogen dewars into the freight elevator.
2. Use the two yellow magnetic retractable caution barriers to keep people out of the elevator.
3. The person must ride another elevator or climb stairs to the desired floor. If two people are available, one person sends dewars and another receives dewars on the destination floor.
4. Pressing the calling button of the freight elevator, after the freight elevator door opens, removes the caution barriers and takes liquid dewars to laboratories.



Figure 1. The elevator is taped off for transferring liquid nitrogen

#### References:

SRS Advisor, Chemical Safety. (2021, April). *Cryogenic Liquid Safety*. Safety & Risk Services, UBC.  
<https://riskmanagement.sites.olt.ubc.ca/files/2021/04/CHEM-GDL-003-Cryogenic-Liquids-Safety.pdf>