



Local Safety Team Meeting Minutes

Name of Team:	Mining Engineering	Chair(s):	Aaron Hope, Ali Madiseh
Date:	February 19, 2025	Time:	11:02 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 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
Aaron Hope		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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:						
<ul style="list-style-type: none">Monthly Incident List & 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>						
(* 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-23/01/30-3		Lithium batteries: NB-23/01/30-3 Lithium batteries: Info required for working with these cells, including SWP procedures/protocols and storage. -Temporary storage in room 152 with batteries on a steel cart and temp signage outside the room. -This item to remain in the LST minutes until a SWP has been created or batteries recycled. Update: There has been confirmation from faculty and staff that we don't have a use for these batteries and they will be recycled or returned to the supplier. RC is unaware of anyone on campus who may be interested in them. Update: Batteries to be recycled.	AH/AM		C
NB-24/04/17-4	E	FF 512 Computer Security: Some of the computers in 512 were infected with malware. Aaron, Ali and Gareth to create and post signage in G/UG offices/rooms regarding computers (IP). LST Co-chairs to create and send an email at the beginning of each term as a reminder to students regarding access to unaffiliated people to the Mining Dept. and UBC card/key sharing (giving access to non UBC members could be considered academic misconduct leading to expulsion.). This additional info will be added as a slide to the Dept. Safety presentation (complete) Update: Ali spoke about Alien malware dongles infecting the computers in Gatenby. Update: IT contacted and all computers were in password recovery mode. Action: Suggestions of blocking USB access with a locked cover were discussed to prevent this in the future. This will be added to project work for Chris. Students would request access to these ports as needed and the key would be kept in the main office. Updates to Grad and Undergrad orientations/intake will be added to address computer security. Update: New computers will be purchased for Gatenby and ongoing security concerns will be discussed between Ali and Aaron.	AH/GL/ AM/CM		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
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 he created into the standard UBC template and upload it to the K:\mine-general\Safety\Respirator Fit Test_PortaCount</p>	LT		IP
NB-24/10/23-3		<p>Mining Dept. Annual Long Lab Inspections 2024 for CMP and FF buildings to be completed. See chart below with specific areas and person responsible</p>	AH/GL		C



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		for completing the inspections. If any changes to the list are required please let the LST Co-chairs know. Update: All inspections have been completed Richard suggested this website for the fume hood ergonomic seating concern raised (complete). Other deficiencies in progress, see below chart. Update: Chris to Carry out work on the outstanding three issues on his return.			
NB-24/10/23-5		<p>Mining Grad Safety – Sally discussion points: 1. Spark-proof fridge in the FF lab- ours is an old modified unit and should be replaced with an oem fridge if flammables are to be stored in it. Is the fridge included in the inspections? Action: Frank to update/offer input. Frank to get quotes for new fridges to meet safety requirements. Update: Richard suggested speaking to Rich Wombolt to offer input on whether our current fridge is still acceptable going forward (modifications ‘grandfathered’ in?). Libin spoke to Frank who confirmed that only one dangerous sample was kept in the fridge and we most likely don’t need it. The consensus was for the sample to be removed from the old fridge. Action: Libin was going to follow up with Frank. A new fridge may not be needed as mostly lake water is kept in it. Update: Frank to remove the offending chemical upon direction from Maria.</p> <p>2. 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</p>	FY/AH/GL/ LT/LST Members		IP



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

		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.			
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 members to offer input especially lab technicians.	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-25/02/19-1	E	Office Ergonomics - The UBC Ergonomics Team is looking for dedicated staff members who are interested in learning more about ergonomics and becoming an Office Ergo Rep in their department. Ergonomics can play a key role in improving staff wellbeing, health, and safety. Office Ergo Reps are trained in simple workstation set-ups, signs and symptoms of injuries from poor ergonomics, and strategies to reduce musculoskeletal injuries — all to help ensure your colleagues feel comfortable and supported in their workspaces! Upcoming Training Sessions Choose from one of our upcoming training dates: Thursday February 20 th , 9am-12pm or Tuesday February 25 th , 9am-12pm Sign up now through the Office Ergo Rep Canvas Course! Once you			C



6. NEW & OTHER BUSINESS					
		<p>have enrolled, please make sure to review the Welcome & Program Training and Requirements section before selecting a timeslot. Once you have registered in a timeslot, no further action is required at this time.</p> <p>Why become an Office Ergo Rep?</p> <ul style="list-style-type: none">• Gain valuable expertise in ergonomics• Play a vital role in promoting wellbeing, increasing productivity, and preventing injuries• Help colleagues feel more comfortable and supported at work• Build leadership skills and make an impact in your department <p>What's involved?</p> <ul style="list-style-type: none">• Training: Attend a 3-hour, in-person training course. We will equip you with the practical skills, knowledge, and tools to assist your colleagues with basic ergonomic needs.• Ongoing support: No quizzes or assignments—just the satisfaction of helping others. Plus, our ergonomics team will always be there to back you up with complex cases or questions. <p>Questions? If you would like more information, feel free to reach out to us at ergonomics.info@ubc.ca</p>			
NB-25/02/19-2	E	<p>Preventing and Responding to Sexual Misconduct - UBC has updated its Sexual Misconduct Policy and has launched new training for all faculty and staff to ensure everyone understands UBC's expectations under the revised policy. A new mandatory training course has been created for faculty and staff. The new course, called Preventing and Responding to Sexual Misconduct, will take approximately 15-20 minutes to complete. It is accessible through Workplace Learning (WPL) and will educate all faculty and staff on the policy, including how to support a workplace free from sexual violence and how to respond to disclosures of sexual violence in a trauma-informed way. Please encourage your teams to complete the training by February 28. Faculty and staff who have not completed the</p>			C



6. NEW & OTHER BUSINESS

		<p>training by that date will receive reminder notifications via Workday until they have done so.</p> <ul style="list-style-type: none"> Find out more about UBC's revised Sexual Misconduct Policy To complete the training, visit Preventing and Responding to Sexual Misconduct <p>Learners are encouraged to complete the training in an environment that feels safe for them and to reach out to the Sexual Violence Prevention and Response Office (Vancouver or Okanagan) for support as needed.</p>			
NB-25/02/19-3		Mining Undergrad Safety – nothing to report			C
NB-25/02/19-4		Mining Grad Safety – nothing to report			C
NB-25/02/19-5		JOHSC – nothing to report			C

7. NEXT MEETING

Date:	March 19th
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED

Time:	11:29am
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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

REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-CMP-24/11/22	B/C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: Bench tops in CMP 111 have asbestos in them and labelled by UBC. Only an issue when core sample prep takes place and scratches surface. Temporary covers are in place but Supervisor would like long-term solution. JOHSC Action Required? No	Mining LST/ Lab Supervisor	May 2025	IP
GI-CMP-24/11/13	C	Inspection Date: Nov.13, 2024 Location: CMP 116 Notable Issues: Storage rack needs to be anchored to the wall. Notes: this rack is under 8ft an manually loaded/unloaded. It will be anchored and included in the ongoing lab safety updates. JOHSC Action Required? No	FY/CM	Feb 2025	IP
GI-CMP-24/11/01	C	Inspection Date: Nov.1, 2024 Location: CMP 100; 101; 101A; 101B; 108; 109 (Storage) Notable Issues: Updating of equipment SWP and maintenance logs. JOHSC Action Required? No	CM	Feb 2025	IP