



Local Safety Team Meeting Minutes

Name of Team:	Mining Engineering	Chair(s):	Aaron Hope, Ali Madiseh
Date:	January 22, 2025	Time:	11:01 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Amber Simpson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ali Madiseh		<input type="checkbox"/>	<input checked="" 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"/>
Amin Shadi		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ramita Lehman		<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">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 - 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. 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. (IP)	AH/AM		IP
NB-23/12/01-3	E	Lead Exposure Control Plan and Training Course SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training course. Update: it was discussed that this will only be required when working with samples containing lead. Supervisors are responsible for communicating to workers when this specific training is required based on the hazard present. Update: This item will be closed as it has been discussed by the LST. A new ongoing business item will be created for the ongoing discussions that evolved from this item regarding samples being brought into the lab and Material Assessment Form updates.	AH/AM/ GL/LST members		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. The Department will find out who owns these computers and contact IT if they	AH/GL/ AM/CM		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		are UBC devices. 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.			
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</p>	LT		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		if there was a manual available as he had one but wasn't sure if it was correct. Gareth sent manuals to Libin.			
NB-24/09/25-7		Fume Hood 503-1 is tagged as Out of Service in FF 503 since February. Update to be provided (Frank). Update: There have been many issues with APSC fume hoods not getting repaired in a timely manner so it is important that we follow up on these issues asap. Frank to check Planon to see if a SR was put in to repair this fume hood and let Aaron know the SR number. Aaron to follow up with FM/SRS once Frank responds. Update: there was a SR request by Frank but no follow up and the SR was cancelled after 6 months. Action: Aaron will contact Sonam at SRS (suggested by Richard) directly to expedite FH testing/certification. Update: Testing to be conducted 12/17/2024, Fume hood has passed testing.	AH/FY		C
NB-24/10/23-3		Mining Dept. Annual Long Lab Inspections 2024 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. 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.	AH/GL		IP
NB-24/10/23-5		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. 2. New Project Hazard Assessment Form – the form requires multiple signatures from the supervisor, are we able to reduce this to one signature?	FY/AH/GL/ LT/LST Members		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		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 Hazard assessment Form 2025) is available for LST members to review. Action: LST members to offer input for updated form. To be discussed.			
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.	LST Members		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-25/01/22-1	E	- Preparing for Extreme Winter Weather at UBC As per the Snow Policy , 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	AH		C



6. NEW & OTHER BUSINESS					
		<p>regularly check the following website: https://www.ubc.ca/ in the event of extreme weather. Download the UBC Safe Vancouver app and turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g. weather advisories, class cancellations, etc. The mobile safety app is available for download on the iOS/Apple Store for iPhone or Google Play Store for Android.</p> <p>Facilities' Municipal Services and Custodial Service teams provides ice prevention and snow removal services 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 Facilities Service Centre at 604-822-2173.</p>			
NB-25/01/22-2		<p>Engineering Control Survey Safety & Risk Services is gathering information on the range and apparent condition of engineering controls available within research and teaching spaces on Point Grey campus. Starting in January, SRS Assistants will be touring lab spaces to record the location, condition and type of vented equipment – including (but not limited to) fume hoods, solvent cabinets, custom enclosures and Nederman arms connected into ducting. This will be done by visual observation and photos – there will be no interruptions to experimental work noNr questions to answer. What we learn will be used to establish a record of engineering controls requiring HVAC connection, inform the triage of building level upgrades and repairs to HVAC systems supporting fume hoods and local area ventilation, and revise HVAC shutdown procedures to maximize occupant and operational safety.</p> <p>We anticipate very brief (~10 min) laboratory visits. Prior to the visit, department personnel will be contacted to confirm scheduling and indicate any rooms with relevant equipment that might be overlooked. We are also asking that clear signage be posted on entry doors to any space where entry is likely to compromise the experiment due to light sensitivity. For any questions regarding this survey, contact research.safety@ubc.ca</p>			C



6. NEW & OTHER BUSINESS					
NB-25/01/22-3	E	<p>UBC Alert testing on January 17 – are you in the loop? UBC Alert will be sending out a test notification to UBC Vancouver students, faculty, and staff via a phone call and text message on Friday, January 17, 2025. UBC Alert is the university's mass notification system used to send alerts in urgent situations that pose an immediate safety or security risk to the community. To ensure you are receiving notifications, make sure your mobile number is up to date on Workday.</p> <p>The UBC Alert system works in tandem with UBC Safe App in Vancouver, and a push notification will also be sent through the app during the test. Download the app and turn on push notifications to receive important updates for safety and security risks. Learn more about UBC Alert and UBC Safe App</p>			C
NB-25/01/22-4	E	<p>Bell Let's Talk – Mental Health January 22, 2025 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.</p>			C
NB-25/01/22-5		Mining Undergrad Safety – nothing to report			
NB-25/01/22-6		Mining Grad Safety – nothing to report			
NB-25/01/22-7	E	<p>JOHSC – Intruder reported in APSC spaces. A well-known individual was escorted from campus by Campus Security after hours. Important to not let unknown individuals into secure areas, call Campus Security if you are unsure.</p>			C



7. NEXT MEETING	
Date:	December 18th
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:38am

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- 24/11/22	C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: Supervisor has concerns over access to the lab space as they don't know who has a key. Suggest updating to card access. A key allocation list has been provided and card access will be reviewed. JOHSC Action Required? No	AH		C
GI-CMP- 24/11/22	B/C	Inspection Date: Nov.22, 2024 Location: CMP 102; 110; 111; 111A Notable Issues: CMP 111- Students using compressive testing device have been found to not wear proper PPE (safety glasses, steel-toe capped boots). Clear signage to mandate using correct PPE. Stop access to students JOHSC Action Required? No	AH/Lab Supervisor	Feb 2025	C
GI-CMP- 24/11/13	C	Inspection Date: Nov.13, 2024 Location: CMP 116	FY/CM	Feb 2025	IP



REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		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			
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
GI-FF-24/12/02		Inspection Date: Dec 2, 2024 Location: FF 503 Notable Issues: Potential ergonomic hazard reported. Request for chairs with back support while working in fume hoods (FH). Note: the FHs in FF 503 may not be designed for chairs or stools as there are cabinets below. A review will be conducted by LST members to determine if standing while using the FH is the only option. JOHSC Action Required? No	FY/Mining LST	Feb 2025	C