



Local Safety Team Meeting Minutes

Name of Team:

Mining Engineering

Chair(s):

Aaron Hope,
Ali Madiseh

Date:

June 18, 2025

Time:

11:04 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 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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-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. Update: No mandatory SDS was agreed upon apart from keeping the document as simple as possible. Update: The first page was created with SCOPE. The document was sent to Ali and Marek for review. Aaron to follow up with Marek as no final version has been agreed upon.	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	LST Members/ AM/AH		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		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. Update: Aaron and Ali to create an intro page to expand the scope of hazardous information to a more comprehensive list. Richard suggested contacting Wes in Materials and Monica Clarkson in Chemistry regarding their hazardous materials listings. Update: More hazards to be added to the form. Faculty are happy with the form. Aaron to send to Ali and Marek.			
NB-25/05/21-4		Mining Dept. Respirator Fit Testing for Paid Workers/Students Aaron had a meeting with UBC SRS regarding our departmental respirator fit test program. There were some concerns with Mining Staff conducting fit tests for paid workers/students and how this relates to WSBC regulations. For the time being, we have been asked to stop fit testing for paid workers/students internally and instead have them go through the WPL system and complete the respirator fit test training provided by SRS if they require a respirator. They can still purchase the respirator through the department. This does not affect fit testing for undergrad students or unpaid workers at this time. SRS is looking into helping us further and will be providing guidance and suggestions at a later date. Updates will be provided once received. Update: Aaron to follow up with Sonham and Janet. Update: Aaron has met with Janet and Sonham. SRS to integrate training procedure before the beginning of September 2025.			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-25/06/18-		Safety Day- A Safety Day specific email was sent out to all co-chairs. The email included full details about the event including the agenda for the day and how to register. Safety Day is Oct 8.			C
NB-25/06/18-2		Emergency Management - Earthquake and Emergency Preparedness Workshop Join a free personal emergency preparedness workshop designed specifically for the UBC campus community, hosted by Jackie Kloosterboer – Disaster Preparedness and Emergency Support Services Specialist. Around the world, communities have experienced major emergencies with serious impacts. Here in Vancouver, we are at risk of significant emergencies, including large earthquakes. This online workshop will introduce simple steps you can take now to stay safe, prepare your space, and respond effectively in an emergency. Learn how a few practical actions today can help protect you and your community tomorrow. Workshop schedule: Faculty and Staff June 13, 12:00–1:30 pm (online) Register for this workshop For further information and additional sessions, visit SRS Emergency Preparedness C=			C
NB-25/05/21-5		Mining Undergrad Safety – nothing to report			C
NB-25/05/21-6		Mining Grad Safety – nothing to report			C
NB-25/05/21-7		JOHSC – nothing to report			C



7. NEXT MEETING	
Date:	Sep 22
Time:	9am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:14pm

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

Delta Branded Gas Valve Recall

UBC Facilities team is conducting a review in response to a manufacturer-issued recall for certain models of Delta-branded gas ball valves installed in labs at UBC. The manufacturer is voluntarily recalling certain models between 2006-2025 as small leaks may occur due to small cracks in a valve component, posing a fire and burn hazard. Potential leaks only occur when the valve is open, and not when the valve is closed.

Facilities Managers have recently sent out an email notice on May 15 to ask Building Administrators with lab spaces in their building to coordinate with their lab managers to identify all Delta-branded gas ball valves and contact their Facilities Manager.

The Facilities Manager will then arrange a visit to the lab with the Facilities team to review and confirm whether the valves fall within the affected series.



This is a precautionary step to ensure continued safety and compliance. Please note that not all Delta-branded models are affected, however, we would like to conduct a thorough review to confirm. For more information about the recall notice, please visit the [Masco website](#). If you would like confirmation that this communication has been received in your building, please reach out to your Building Administrator or Lab Manager. For any questions or if you need assistance, please contact your [Facilities Manager](#).

JOHSC Training

Currently, there are no sessions scheduled for Part 2 of either the JOHSC or LST training. You can register for JOHSC training part 1 [here](#), and LST training part 1 [here](#).

WorkSafeBC Inspection Reports (IR)

There was one inspection report received since the last co-chair email. As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.