



## Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope,  
Ali Madiseh

Date: April 17, 2024

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Danny Battsog		<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 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"> <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
		See update in Ongoing Business below.			

**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 <b>Update Full Details on the <a href="#">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	<b>Review of previous meeting minutes – Minutes were accepted as read.</b>			C
NB-23/01/30-3		<b>Lithium batteries:</b> 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. -The need for longer term storage if needed for classes and/or labs may be an issue and a proper enclosure will be required. - Aaron, Ali and Ilija had a meeting to discuss whether these cells will be used for classes or not. 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. -Update: This item to remain in the LST minutes until a SWP has been created or batteries recycled. - Update: <i>MECH mentioned at the last JOHSC meeting they have similar batteries and purchased a fire proof enclosure. They will send details of this to APSC JOHSC members (Aaron).</i> - <b>Update:</b> <i>Libin asked if we needed to keep all the batteries? Ali would like to find a use should Ilija no longer need them. Libin also discovered a SRS battery disposal file.</i>			IP
NB-23/04/24-5		<b>Mining Grad Safety:</b> 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> ? Aaron to follow up with FM and Rich Wambolt about elevator ventilation questions in case of spill scenario. - <b>Action:</b> <i>Aaron and Gareth have offered to help Frank adopt the SRS Cryogenic Liquid safety procedures and Frank's transport of LN<sub>2</sub> document for Mining (previously an Action item for Frank). In addition to Campus Security, Materials Eng. contacts should be included i.e. Daan Maijer</i>	AH/GL		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		(Materials LST Chair) + Wes Wong (Materials stores) as suggested by Richard Colwell. -Aaron to contact Rich Wambolt regarding large spills in the elevator. Calculation needed based our max 50L dewar size so emergency procedures can be updated.			
NB-23/12/01-3	E	<b>Lead Exposure Control Plan and Training Course</b> 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 or replacement as this could be required by our lab users.	AH		IP
NB-23/12/01-5		<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. - Update: Reports and inventory saved to the Mining shared drive <a href="#">K:\mine-general\Safety\Chemicals CMP &amp; FF Labs\Chemical Inventory-CMP_FF\2023</a> – <b>Action:</b> The report and inventory for FF 503 is missing, Frank to send to Aaron. <b>Update:</b> Libin reports the cabinet in CMP304 is not closing. Parts are now in stock and Chris to fix the cabinet.	FY/LT/CM		C
NB-24/03/15-4		<b>Building Emergency Response Plan (BERP):</b> The 2024 <a href="#">BERP</a> template has been updated and accompanied by a list of changes. One of the most notable changes in the BERP this year is the requirement to email a copy of the completed BERP to <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a> with any completed individualized evacuation plans. <b>Update-</b> Aaron and Gareth to update and email BERP.	AH/GL		C

## 6. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)



6. NEW & OTHER BUSINESS					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-24/04/17-1	E	<p><b>First Aid Regulation Changes-</b> On November 1, 2024, amendments to the Occupational Health and Safety (OHS) Regulation relating to occupational first aid will come into effect. The changes mean employers across the province will need to review their current first aid plans and make necessary adjustments. Employers are required to complete a first aid assessment in consultation with workers to establish first aid needs that considers factors like workplace location and hazard ratings. The OHS Regulation will also be aligning with the Canadian Standards Association standards, which will result in changes to the names and duration of the training. As a result, equipment requirements will also be aligned with the CSA standards.</p> <p><b>Update:</b> Sally asked about first aiders on field trips. Richard mentioned field trip destinations should have certified first aiders on site. Supervisors could be notified of first aiders amongst field trip attendees. Department field trip form to be created as per faculty meeting and first aid info could be added.</p>			C
NB-24/04/17-2	E	<p><b>Day of Mourning</b> Across Canada, April 28 has been designated as the <a href="#">Day of Mourning</a>. It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces.</p>			C
NB-24/04/17-3	E	<p><b>New LST member</b> Ramita Lehman will be joining the LST as our new Mining Undergrad Safety Rep, replacing Gabriel Demers who is sadly leaving us.</p>			C
NB-24/04/17-4	E	<p><b>FF 512 Break-in</b> Room 512 (Grad office) had signs of forced entry. Further investigation is ongoing. It is important for faculty and staff to notify Campus Security of any incidents like this as soon as possible (copy Dept. Head and LST Co-Chairs on correspondence.). A police report may need to be filed in some circumstances. <b>Update:</b> Richard pointed out similar issues campus wide after fund raising events and club room break-ins. Richard suggested an updated list of all UBC devices in student areas and Ali asked if students could check computers before using them in common areas. Perhaps a poster in common areas alerting users to check their computers before use?</p>	AH/GL		IP



**6. NEW & OTHER BUSINESS**

NB-24/04/17-5		<b>Mining Undergrad Safety</b> – Nothing to report			C
NB-24/04/17-6		<b>Mining Grad Safety</b> - Nothing to report			C
NB-24/04/17-7		<b>JOHSC</b> - New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a> , and LST training <a href="#">here</a> .			C

JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
May 14 <sup>th</sup> 11:00am – 1:00pm	May 16 <sup>th</sup> 1:00pm – 3:00pm	April 15 <sup>th</sup> 10:00am – 11:30am	April 17 <sup>th</sup> 1:00pm – 2:30pm

**7. NEXT MEETING**

Date:	May 22, 2024
Time:	11am
Location:	FF 519A/Zoom

**8. MEETING ADJOURNED**

Time:	11:20am
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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](mailto:safety.programs@riskmanagement.ubc.ca)