



## Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope  
Ali Madiseh

Date: April 24, 2023

Time: 2:00 PM  
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   | 5. Ongoing Business – Status of Action Items, Review of Previous Minutes |
| • Monthly Incident List & Statistical Summary Report   | 6. New and Other Business  |
| 3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | 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
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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amin Shadi		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dan Hagn		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input 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 # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-CMP-22-11-30 Rm203		2022 Long Lab Inspections complete and follow-ups with action items are in progress. FF labs no action items, CMP labs action items almost complete. <b>Update:</b> Chris has almost completed maintenance logs for CMP 203. Will also add/update safety guarding for equipment in this room. Libin has removed old signage in CMP 203 and suggests that the PI and researchers using this space should post new signage for this area. Melanie (LST member-grad rep) has offered to help create new safety signage for operating the dust collector system in this room and will use procedural documents posted in CMP 204 crushing room (created by the previous lab technician) as a template.			IP

\* GI- General Inspection

**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. Update: (Aaron) Ongoing.	AH		IP
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



4. EDUCATION AND TRAINING					
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</b> <a href="#">Full Details on the Website</a>			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		<p><b>Lithium batteries</b> questions from Ali- Info required for working with these cells, including SWP procedures/protocols and storage. Libin to follow up with Ali regarding this also. <b>Update:</b> Aaron sent Richard SDS sheets and those have been forwarded to Rich Wombolt (UBC SRS) who will be creating procedures and guidelines. Storage is still a concern and a priority to move the cells out of the lab space. Ali to follow up with supplier for recommendations for storage. Location to be discussed further as well as storage container type/design.</p> <p>-Lithium battery updates: no info on storage or procedures from SRS yet. Cells need to be moved from lab area and will be temporarily stored in CMP basement storage (possibly outside alcove area?). Temporary signage should be placed on door until long-term location is established.</p> <p>-Question about what the sand is used for? Richard suggests it is for smothering fires, heat dissipation and to prevent reignition. ABC fire</p>			IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<i>extinguishers can be used to put out these fires. We should store the cells on a steel platform (non-combustible) in an open space if possible.</i>			
NB-23/02/27-2		<b>-Building Emergency Response Plan (BERP):</b> The BERP template has been updated and accompanied by a list of changes. <i>Update:</i> BERP document was updated to the new template by Gareth. FF BERP- follow up with Materials Dept. to update Building Emergency Director and floor wardens page due to Be Wassink retirement. <i>Action item:</i> Aaron/Gareth	AH & GL		IP
NB-23/02/27-4		<b>Precautions for Icy:</b> It is important to take precautions to avoid injuries due to slips, trips, or falls. <b>APSC JOHSC</b> was going to discuss further at the upcoming meeting as many slips and falls have been occurring and may be preventable. <i>A letter will be sent to Dean Olson once it's ratified at next JOHSC meeting. It is a legal document to be forwarded on to UBC.</i> <i>Update:</i> APSC JOHSC letter ratified and sent to Dean Olson to be distributed to UBC parties. Completed by Denise and Jennifer.			C
NB-23/03/27-1		<b>-New Hire: Welcome Gareth!</b> The Mining department has hired a new Administrative & Safety Assistant. Gareth will be participating in our LST meetings.			C

6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-23/04/24-1	E	<b>Ergonomics</b> plays a vital role in our workplace and impacts our day to day lives. The UBC Ergonomics Program has a number of resources available, including online courses, purchase and design guidance, and training and workshops, which cover a variety of UBC work environments, like lab ergonomics, manual material handling, classrooms, and onsite and remote			C



6. NEW & OTHER BUSINESS					
		work office setup. Visit the <a href="#">UBC Ergonomics Program</a> for further information.			
NB-23/04/24-2	E	<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.			C
NB-23/04/24-3		<b>Other Business:</b> Aaron added the CMP annual fume hood audit was being conducted today (April 24). Libin included that the audit was complete and all fume hoods passed inspection, the report will follow.			C
NB-23/04/24-4		<b>Mining Undergrad Safety:</b> No rep present			C
NB-23/04/24-5		<b>Mining Grad Safety:</b> <i>Sally asked if the liquid nitrogen SOP had been updated since the elevator refurbishment was completed as the caution/safety belt used to block access to the elevator while transporting the liquid nitrogen dewars was removed?</i> - <i>Frank suggests he is the person who transports the nitrogen and knows the SOP and that caution tape is used to block access now. He wasn't sure if the SOP had been updated and where it was located (Libin suggested it is located in our HSE manual?). Sally asked Frank what is done if he is away, how would researchers get liquid nitrogen?</i> <i>Action Items: Frank to locate/update the SOP using the most up to date UBC SRS templates (see above section 4 for links to templates) and train students in the SOP/SWP. Richard suggested portable caution/safety belt could be used in place of tape for elevator transport.</i>			IP
NB-23/04/24-6		<b>JOHSC:</b> Looking for a worker co-chair.			C

7. NEXT MEETING	
Date:	May 30, 2022
Time:	2pm
Location:	FF 519A/Zoom



## 8. MEETING ADJOURNED

Time:	2:30pm
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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)