



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: March 15, 2024

Time: 11:00 AM
Location: FF 519A and Zoom (online)

AGENDA:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Roll Call 2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | <ol style="list-style-type: none"> 4. Review Education and Training 5. Ongoing Business – Status of Action Items, Review of Previous Minutes 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Sally Finora		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melanie Mackay		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amin Shadi		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gabe Demers		<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 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 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		<p>Lithium batteries: <i>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. -</i></p> <p>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></p>			IP
NB-23/04/24-5		<p>Mining Grad Safety: <i>Sally asked if the liquid nitrogen (LN₂) 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 LN₂ dewars was removed? Sally asked Frank what is done if he is away, how would researchers get LN₂? Aaron to follow up with FM and Rich Wambolt about elevator ventilation questions in case of spill scenario. -</i></p> <p>Action: <i>Aaron and Gareth have offered to help Frank adopt the SRS Cryogenic Liquid safety procedures and Frank's transport of LN₂ document for Mining (previously an Action item for Frank).In addition to Campus Security, Materials Eng. contacts should be included i.e. Daan Maijer (Materials LST Chair) + Wes Wong (Materials stores) as suggested by Richard Colwell. -Aaron to contact Rich Wambolt regarding large spills in the</i></p>	AH/GL		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		elevator. Calculation needed based our max 50L dewar size so emergency procedures can be updated.			
NB-23/04/24-3		- Fume hood Audit: One fume hood did not pass the inspection. A SR has been requested as per UBC SRS report. There is a backlog of multiple fume hoods waiting for audits throughout UBC. Libin stated that the fume hood can still be used until October 2023 based on the previous inspection tag. Currently waiting for repair. -SRS was contacted and they emailed the FM to expedite this work. A second fume hood in 304 requires the sash glass replaced and SR was requested for this and is in progress -Update: One fume hood repaired (broken sash glass) 304-3. Fume hood 304-4 is waiting for Building Ops to repair holes from previous pipe vent and then SRS will be contacted to recertify (Aaron to copy Libin on this correspondence) Update: Repairs and certification complete.			C
NB-23/12/01-3	E	Lead Exposure Control Plan and Training Course Exciting News! SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training 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. Action: 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		APSC Chemical Inventory Initiative: 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 K:\mine-general\Safety\Chemicals CMP & FF Labs\Chemical Inventory-CMP_FF\2023. – Action: The report and inventory for FF 503 is missing, Frank to send to Aaron. Update: Libin reports the cabinet in CMP304 is not closing. Parts are now in stock and Chris to fix the cabinet.	FY/LT/CM		IP
NB-24/01/29-5		Mining Grad Safety: Amin mentioned there is a roof leak in FF 508E. Action: Frank to put in a SR for this. As a reminder this doesn't have wait to be			C



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

		<i>presented at the LST meeting and should be reported asap to staff/faculty so Building Ops can be notified. Update: Custodial staff submitted SR request already so no need for follow up.</i>			
--	--	--	--	--	--

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-24/03/15-1	E	Electrical Safety Website: <i>Safety & Risk Services now has information focused on electrical safety. This resource is designed to equip you with the knowledge and tools necessary to minimize risks of fire, shock, or injury associated with electrical systems. Please visit the Safety & Risk Services website to learn more about safe work practices on electrical safety. Update- An Electrical SOP document from UBCO was shared by Aaron with JOHSC. This might be adapted for APSC in the future. This would be in addition to SRS website resources.</i>	AH/GL		C
NB-24/03/15-2	E	SRS General Inspection Updates: <i>Emergency Exit Signs. UBC Facilities has been receiving calls to install new emergency signs as an action item resulting from local area inspections. As a result, we have revised Item # B-4 under section B. Interior – Common Areas, Hallways, and Stairs in the General Inspection Template. This revision specifies that the inspection of illuminated emergency exit signs is applicable only to "existing or installed" exit signs. The focus should be on ensuring that all current or newly installed signs are visible and functional.</i>			C
NB-24/03/15-3	E	Electrical Panel Clearance: <i>Building Operations' teams, have observed that the required 1-meter clearance in front of electrical panels are not being maintained throughout campus. When conducting your inspections, be diligent in ensuring this clearance is maintained. Please contact your facilities manager if you have any questions. Relevant inspection templates</i>	LT		C



6. NEW & OTHER BUSINESS					
		<i>have been updated to reflect this communication. Action- Libin to clear High Bay area of bins blocking access to electrical panels if needed.</i>			
NB-24/03/15-4		Building Emergency Response Plan (BERP): <i>The 2024 BERP template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. One of the most notable changes in the BERP this year is the requirement to email a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed. Update- Aaron and Gareth to update and email BERP.</i>	AH/GL		IP
NB-24/03/15-5	E	Duty to Cooperate & Duty to Maintain Employment: <i>Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses. Please refer to the attached document in this email, which provides further insights and guidelines. For assistance and further details regarding the Stay at Work/Return to Work Program, please contact Grace Wang, Manager, RTW & Accommodations. Update- No document was sent with email. Action-Gareth to attach document with LST Minutes.</i>	GL		C
NB-24/03/15-6		Mining Undergrad Safety – Nothing to report			C
NB-24/03/15-7		Mining Grad Safety- No rep present			C
NB-24/03/15-8		JOHSC- Nothing to report			C

7. NEXT MEETING	
Date:	April ??, 2024
Time:	11am
Location:	FF 519A/Zoom



8. MEETING ADJOURNED

Time:	11:35am
-------	---------

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