



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: February 27, 2022

Time: 2:00 PM
Location: FF 519A and Zoom (online)

AGENDA:

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| <ol style="list-style-type: none">1. Roll Call2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report3. 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 Training5. Ongoing Business – Status of Action Items, Review of Previous Minutes6. New and Other Business7. Next Meeting8. Meeting Adjournment |
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McElligott		<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 checked="" 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 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"> 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



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

130704	C	02/08/2023	Tripping incident-A worker tripped on uneven pavement just after arriving on campus by bus. Minor injuries to leg and finger were reported. No further action to be taken			C
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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
<i>E.g. GI-Rix-17/09/13</i>		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.			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
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.			Ongoing



4. EDUCATION AND TRAINING					
		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			
NB-23/01/30-1	E	De-Energization & Lockout Safety and Risk Services (SRS) has updated the UBC De-Energization & Lockout Program . Complete.			C
NB-23/01/30-2	E	SRS Website Updates- Safe Work Procedure Webpage Update, Investigation for Supervisors Webpage Update, Accident/Incident Reporting (For workers) Webpage Update, Mobile Equipment and ATVs New Webpage and Safeguarding New Webpage. Complete.			C

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-22/09/26-3	E	Mining Dept. Long Lab Inspections Fall 2022 for CMP and FF buildings to be completed. All inspections complete. <i>See summary report below; corrective actions to be discussed and delegated.</i>			C
NB-23/01/30-3		Lithium batteries questions from Ali- Ali to send SDS to Richard. Info required for working with these cells, including SWP procedures/protocols and storage. Libin to follow up with Ali regarding this also. Update: Richard hasn't been sent the SDS yet-Ali to send. SRS is working w/JOHSCs to create SWPs. Ali or Aaron to follow up with supplier for recommendations for storage.			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-23/02/27-1		Peter Joseph Leaving UBC: Peter Joseph, Associate, Safety Programs Management & Systems is leaving UBC on January 27, 2023. Peter has been the University's key point of contact for accident investigations and CAIRS and will be deeply missed. In the meantime, any questions regarding CAIRS can be sent to ubc.cairst@ubc.ca . Paul Nakagawa and Teela Narsih will be covering until a replacement is found.			C
NB-23/02/27-2		Building Emergency Response Plan (BERP): The 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. Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for persons requiring assistance.			IP
NB-23/02/27-3		Seminar: Everything you need to know about occupational sensitization. Whether you work in a lab, animal facility, workshop, museum-or even an office, you may come into contact with sensitizers at your workplace. UBC Safety & Risk Services has invited industry and academia experts to educate the community on why sensitization is an important workplace safety issue and how to protect yourself. <i>Richard was attending and it would be good for LST members to also.</i>			C



6. NEW & OTHER BUSINESS					
NB-23/02/27-4		Precautions for Icy Conditions Although we are coming in to the Spring season, weather conditions remain frigid, with more ice and snow in the forecast. It is important to take precautions to avoid injuries due to slips, trips, or falls. <i>APSC JOHSC was going to discuss further at the upcoming meeting as many slips and falls have been occurring and may be preventable.</i>			C
NB-23/02/27-5		Mining Undergrad Safety: No rep present			C
NB-23/02/27-6		Mining Grad Safety: Nothing to report			C
NB-23/02/27-7		JOHSC: Nothing further to report			C

7. NEXT MEETING	
Date:	March 27, 2022
Time:	2pm
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	2:30pm

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



General Inspection Summary

GI-CMP-22/11/30

Inspection #: (GI- building name- yy/mm/dd)

Inspection # must be included as these will be referred to in the JOHSC meeting minutes for any actionable items. These numbers help provide a quick reference to date and building.

Item # F24/F-25	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i> There aren't any actively kept maintenance or inspection logs of the machines	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i> Technician (Chris) creating and compiling inspection/maintenance logs for fabrication machines located in and around the machine shop (room 101)		
Person Responsible: Chris McElligott		Priority Level: C
Target Date: June 2023		
Item # N-20	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i> CMP 101A needs organization	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i> Technician (Chris) actively cleaning the office		
Person Responsible: Chris McElligott		Priority Level: C
Target Date: December 2022		
Item # J-1 j-3	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i> Maintenance and maintenance logs aren't kept for the CMP forklift (room 100) All technicians except one are trained and certified to use the forklift	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i> J-1: Forklift inspection taking place November J-3: Forklift training and certification for new employee (Chris) happening 2023		



Person Responsible: Aaron Hope/Chris McElligott		Priority Level: C	Target Date: November 2022, 2023
Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>		
H-10	SDSs are not centrally available and might be out of date (room 101)		
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>			
Technician finding and compiling SDSs for all chemicals used in and around the machine shop			
Person Responsible: Chris McElligott		Priority Level: C	Target Date: June 2023

General Inspection Summary

GI-CMP-2022/11/30

Inspection #: (GI- building name- yy/mm/dd)

Inspection # must be included as these will be referred to in the JOHSC meeting minutes for any actionable items. These numbers help provide a quick reference to date and building.

Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>		
G-13	PLT (point load tester) station obstructs door to room 111A		
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>			
PLT station must be removed and placed in another area			
Person Responsible: Dr. Stefan Nadolski		Priority Level: B	Target Date: End of Jan 2023



Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>	
M-10	Material stored in front of door, room 111 (housekeeping issue)	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
All material should be removed from interior lobby access door (room 111)		
Person Responsible: Dr. Stefan Nadolski	Priority Level: B	Target Date: End of Jan 2023
Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>	
other	Housekeeping issues in all lab spaces (room 111)	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
Users to clean up after themselves		
Person Responsible: All users (consult Davide and Bern)	Priority Level: B	Target Date: End of January 2023
Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>	
other	Housekeeping issue-excess sample buckets in a small area (CMP 201A)	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
Remove sample buckets to storage area		
Person Responsible: Lab technician/lab users	Priority Level: C	Target Date: March 2023



General Inspection Summary Extension Page

GI-CMP-22/11/30

Inspection #: (GI- building name- yy/mm/dd)

Inspection # must be included as these will be referred to in the JOHSC meeting minutes for any actionable items. These numbers help provide a quick reference to date and building.

Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>	
G-5 CMP 203 Other	G-5 Safety signage issue Other- Housekeeping issues	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
G-5 Safety signage needs replacement/updating Other- clean room and remove excess sample buckets (17+ to be removed)		
Person Responsible: Supervisor/lab technician/Grad students		Priority Level: C Target Date: Mar 2023
Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>	
G3-G4 CMP 203	Maintenance log/inspection log up to date or available for equipment	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
Update maintenance log/inspection log or create if not available		
Person Responsible: Supervisor/lab technician/Grad students		Priority Level: C Target Date:
Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i>	
M-4	Fire extinguishers in FF401, FF401B, FF403 and FF503 need annual inspection service. The expiry date on service tag attached to each fire extinguisher is October 28, 2022.	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
A service request- SR# 158727.00- for this item has been submitted on Planon.		



Person Responsible: lab technician	Priority Level: B	Target Date: Jan 2023
Item # M-12 & M-18 CMP 305	Description of Hazard: <i>(specific location and/or equipment, nature of hazard - *see below)</i> M-12- Emergency contacts posted M-18- Housekeeping issues (benches/work areas)	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i> M-12 post emergency contacts list near exits of 305 M-18 clean up benches and work areas		
Person Responsible: Supervisor/lab users/lab tech	Priority Level: C	Target Date: Mar 2023