



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: January 29, 2024

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

AGENDA:

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| <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 |
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gareth Leonard		<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Amin Shadi		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabe Demers		<input type="checkbox"/>	<input checked="" 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.</i></p> <p><i>-Temporary storage in room 152 with batteries on a steel cart and temp signage outside the room. We have ~ 100lbs of sand near CMP 103 in case of fire. -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>			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?</i></p> <p><i>- Aaron to follow up with FM and Rich Wambolt about elevator ventilation questions in case of spill scenario.</i></p> <p>Action: <i>Frank to note in procedures (SRS Cryogenic Liquid safety procedures adapted for Mining) who to notify in an emergency. 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</i></p>	FY/AH		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p><i>Richard Colwell. Reference to FF elevator procedures to be included in transporting dewars section of adapted SRS document.</i></p> <p><i>-Aaron to contact Rich Wambolt regarding large spills in the elevator. Calculation needed based our max 50L dewar size.</i></p> <p><i>-FM confirms elevator shafts are connected. (Aaron)</i></p>			
NB-23/04/24-3		<p>-Fume Hood Audit: <i>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.</i></p> <p><i>-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</i></p> <p>-Update: <i>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)</i></p>			IP
NB-23/10/31-6		<p>Mining Dept. Annual Long Lab Inspections 2023 <i>for CMP and FF buildings to be completed.</i></p> <p><i>Inspections due by Dec.1, 2023</i></p> <p>-Update: <i>Mining Dept. Annual Long Lab Inspections 2023: All inspections complete. Aaron to put together inspection report and contact those indicated for deficiency follow-up if needed.</i></p>			C
NB-23/12/01-2	E	<p>Silica Exposure Control Plan (ECP) Feedback <i>Prior to the publication of the Silica Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete this Qualtrics survey by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey Action: Aaron to follow up. Survey was taken and ECP reviewed. This will be helpful for our projects</i></p>	AH		C



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
NB-23/12/01-3	E	<p>Lead Exposure Control Plan and Training Course <i>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 as this could be required by our lab users.</i></p>	AH		IP
NB-23/12/01-5		<p>APSC Chemical Inventory Initiative: <i>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.</i></p> <p><i>-Update: Reports and inventory saved to the Mining shared drive K:\mine-general\Safety\Chemicals CMP & FF Labs\Chemical Inventory-CMP_FF\2023.</i></p> <p><i>- The report and inventory for FF 503 is missing, Frank to send to Aaron.</i></p> <p><i>-There was also no chemical inventory list in our shared drive as indicated by the Mining HSE manual. This is the central location for records keeping and WSBC compliance, Technicians should be saving this information on the shared drive when it is updated annually as well as in the physical locations noted in the HSE manual.</i></p>	LT		IP

6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-24/01/29-1	E	<p>Silica Exposure Control Plan (ECP) Feedback The January 30th, 2024 deadline for the Silica Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Silica ECP. To provide your feedback, please complete this Qualtrics survey. The Silica ECP can be found using the link on the first page of the survey.</p>			C



6. NEW & OTHER BUSINESS					
NB24/01/29-2	E	-8-8 Suicide Crisis Helpline Canadians can call or text 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support with compassion, providing a safe space for you to talk. For more information, please visit 9-8-8 Suicide Crisis Helpline			C
NB24/01/29-3	E	Bell Let's Talk – Mental Health January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk . Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing . For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning . Together, we can foster a healthier, more supportive community.			C
NB-24/01/29-4		Mining Undergrad Safety – No rep present			C
NB-24/01/29/5		Mine Grad Safety- Amin mentioned there is a roof leak in FF 508E. Frank to put in a SR for this. As a reminder this doesn't have wait to be presented at the LST meeting and should be reported asap to staff/faculty so Building Ops can be notified.	FY		IP
NB-24/01/29-6		JOHSC- An upcoming Electrical (CSA) training presentation is being coordinated.			C

7. NEXT MEETING	
Date:	February 29, 2024?
Time:	11am
Location:	FF 519A/Zoom



8. MEETING ADJOURNED

Time:	11:35am
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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