



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: January 30, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Hope		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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



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.</i> <i>GI-Rix-17/09/13</i>					

* 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. 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
NB-23/01/30-1	E	De-Energization & Lockout: Equipment or machinery must be deenergized and locked out when repair and maintenance work is being done to prevent the equipment and machine from unexpectedly starting. Safety and Risk Services			N



4. EDUCATION AND TRAINING					
		(SRS) has updated the UBC De-Energization & Lockout Program . This document will assist administrative heads of unit, managers, supervisors and workers understand de-energization and lockout requirements for workplaces, increase awareness of hazards associated with equipment operation and maintenance, and help assess risks to workers from hazardous energy so that safe work procedures can be developed. For more information on the UBC De-Energization & Lockout Program please visit the SRS website .			
NB-23/01/30-2	E	<p>SRS Website Updates: As a part of ongoing review, Safety & Risk Services has updated and created a few new webpages. Notable changes are highlighted below:</p> <ul style="list-style-type: none"> • Safe Work Procedure Webpage Update: More guidance on when written procedures may be required, a more simplified template and a clear review process which includes the role of the JOHSC. Full Details on the Website • Investigation for Supervisors Webpage Update: Clarity on immediately reportable incidents and the role of the supervisor if an incident/accident occurs. Full Details on the Website • Accident/Incident Reporting (For workers) Webpage Update: Clarity on immediately reportable incidents and how to respond to and report incidents Full Details on the Website • Mobile Equipment and ATVs New Webpage: Outlines the considerations, responsibilities, hazards and controls. Full details on the Website • Safeguarding New Webpage: Outlines the considerations, responsibilities, hazards and controls. Full details on the website. 			N

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



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

NB-22/09/26-3	E	Mining Dept. Long Lab Inspections Fall 2022 for CMP and FF buildings to be completed.			C
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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-23/01/30-3	E	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.			N
NB-23/01/30-4	E	Additional business in regards to NB-22/09/26-3 Lab Inspections. A professor has requested themselves to be removed as the responsible supervisor for the lab area. Aaron to follow up with Scott and discuss at faculty meeting.	AH		N
NB-23/01/30-5		Mining Undergrad Safety: Nothing to report			
NB-23/01/30-6		Mining Grad Safety: Nothing to report			
NB-23/01/30-7		JOHSC: Nothing further to report			

7. NEXT MEETING

Date:	February 27, 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