



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: June 29, 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 <ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report | 5. Ongoing Business – Status of Action Items, Review of Previous Minutes |
| 3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | 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
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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Mackay		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*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*)

(* 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
131543	B	2023-06-19	NB-23/06/29-3 CAIRS report: Incident ID: 131543. Near miss/incident with student use of the surface grinder during surface prep of ore core samples, CMP 102. Damaged grinding wheel and work holding v-blocks. No injuries reported. Supervisor: Bern Klein. Date and Time Submitted: 2023-06-19 12:59:19. Action: SWP to be created and equipment training to be provided by Technician (Millwright's) not other students. A record of training is to be kept in the room and with the user's supervisor.	AH & CM		IP

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
NB-22/09/26-3		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. Corrective actions: FF labs no action items, CMP labs action items almost complete. 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 the lab			IP



3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p><i>technician 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. Signage for the operation of the dust collector in this room was discussed again. The room has been thoroughly cleaned by students in preparation for adding new signage.</i></p>			

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 questions from Ali- Info required for working with these cells, including SWP procedures/protocols and storage. Update: Aaron sent Richard SDS sheets and those have been forwarded to Rich Wombolt (UBC SRS) who will be creating procedures and guidelines.</p> <p>-Lithium battery updates: Temporary storage in room 152 with batteries on a steel cart and temp signage outside the room. We are still waiting for sand in case of fire. It was determined that nothing should be stored outside this room as it an escape route.</p> <p>-The need for longer term storage if needed for classes and/or labs may be an issue and a proper enclosure will be required. Ali raised concerns over battery combustion and safety procedures for students working with these. Aaron to follow up with Ali and Ilija as to whether these cells will be used for classes or not. If not, they may be recycled.</p>			IP
NB-23/02/27-2		<p>-Building Emergency Response Plan (BERP): 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.</p>	AH & GL		IP
NB-23/04/24-5		<p>- Mining Grad Safety: 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?</p> <p>- Action Items: Update- Frank could not locate a SWP for transporting LN₂ . Frank will reach out to Materials Dept. to see if they have a current SWP. If they do, it will be modified for our dept use. If they don't, a new SWP will be</p>			IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p><i>created using the most up to date UBC SRS templates. Sally, Aaron and Ali can offer assistance to help Frank create a SWP as needed.</i></p> <ul style="list-style-type: none"> - <i>New magnetic caution/safety belts were purchases and a SR was completed to install steel mounting plates for them in the elevator.</i> - <i>Ali asked about safe work procedure if Nitrogen spills and flows into elevator and vents during elevator transport. (Richard may be able to offer input)</i> 			
NB-23/04/24-3		<p>-Fume hood Audit: <i>Update: One fume hood did not pass the inspection. A SR has been requested as per UBC SRS report. There is a back log 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>			IP
NB-23/05/30-1	E	<p>-Ergonomics Claims Statistics 2018-2022- <i>Lifting guidelines to be posted around the labs and on Departmental bulletin boards. Lifting guidelines; UBC Ergonomics Advisers may have items for departments, staff and faculty to test prior to purchase. For some items such as chairs an appointment can be booked. ergonomics.info@ubc.ca</i></p>	AH & GL		IP
NB-23/05/30-3		<p>CMP Alcove Area: <i>(Discussed during Li battery storage item above) Items must be removed from this area and nothing should be stored here due to fire regulations/exit point code.</i></p>			

6. NEW & OTHER BUSINESS	
•	General discussion items (list actionable items below)



6. NEW & OTHER BUSINESS					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
					IP
NB-23/06/29-1	E	Safety Day 2023 – Save the Date – Tuesday October 3: We are delighted to announce that Safety Day 2023 has been scheduled for Tuesday, October 3. Building on the overwhelming positive response from our previous events, we have secured the spacious Great Hall in the AMS Student Nest as our venue. We are looking forward to hosting another exciting day with speakers, vendors, food, prizes, and more. More information regarding registration and the agenda for the day will be sent out mid-June as we are in the final stages of confirming the details.			C
NB-23/06/29-2	E	COVID-19 Signage: In light of the recent announcement by the World Health Organization that COVID-19 no longer qualifies as a global emergency, UBC has subsequently disestablished the COVID-19 Campus Rules which provided vital guidance for our community during the pandemic. We kindly encourage all JOHSC/LST members to assist in the removal of COVID-19 related signage within their respective areas. Please spare a few moments to walk through your areas and remove any outdated signage. Should you or any staff in your area have questions or concerns, please do not hesitate to contact safety.risk@ubc.ca for assistance - Covid signage to be replaced with Disease Prevention information on dept. bulletin boards. Action: AH & GL (IP)			C
NB-23/06/29-4	E	Mines Lab and safety equipment: A Teams page has been created to allow real time access to any equipment related documents for FF and CMP labs.			C

7. NEXT MEETING	
Date:	July 27, 2023



7. NEXT MEETING	
Time:	2pm
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	2:40pm

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