



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope,
Ali Madiseh

Date: June 19, 2024

Time: 11:02 AM
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"/>
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"/>
Danny Battsog		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
Ramita Lehman		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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		Lithium batteries: 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: <i>Libin asked if we needed to keep all the batteries? Ali would like to find a use should Ilija no longer need them. Libin also discovered a SRS battery disposal file.</i>			IP
NB-23/04/24-5		Mining Grad Safety: Sally asked if the liquid nitrogen (LN ₂) 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 LN ₂ dewars was removed? Sally asked Frank what is done if he is away, how would researchers get LN ₂ ? Aaron to follow up with FM and Rich Wambolt about elevator ventilation questions in case of spill scenario. - 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 elevator. Calculation needed based our max 50L dewar size so emergency procedures can be updated. Update: Email prepared and ready to send for review. (Aaron) Update: RW has reviewed and approved the safety</i>	AH/GL		C



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		document. No concerns remain about air safety in elevators. - Action: Safety document to be implemented into the appendix with Marek to approve and Frank to post the document			
NB-23/12/01-3	E	Lead Exposure Control Plan and Training Course 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. Update: We are waiting to hear from Peggy. SRS in progress.	AH		IP
NB-24/04/17-4	E	FF 512 Break-in Room 512 (Grad office) had signs of forced entry. Further investigation is ongoing. It is important for faculty and staff to notify Campus Security of any incidents like this as soon as possible (copy Dept. Head and LST Co-Chairs on correspondence.). A police report may need to be filed in some circumstances. Update: <i>Richard pointed out similar issues campus wide after fund raising events and club room break-ins. Richard suggested an updated list of all UBC devices in student areas and Ali asked if students could check computers before using them in common areas. Perhaps a poster in common areas alerting users to check their computers before use?</i> Update/Action: Aaron, Ali and Gareth to create and post signage in G/UG offices/rooms regarding computers. LST Co-chairs to create and send an email at the beginning of each term as a reminder to students regarding access to unaffiliated people to the Mining Dept. and UBC card/key sharing (giving access to non UBC members could be considered academic misconduct leading to being expelled.). This additional info will be added as a slide to the Dept. Safety presentation.	AH/GL/ AM		IP
		Materials Dept. LST Participation – Marek asked that a Mining LST member participate in the Materials LST meetings. Previously Frank was doing this but stopped several years ago. Action: Gareth to participate in these			



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

NB-24/05/22-6	E	meetings in-person or remotely (as needed). Aaron to send Materials LST Co-chair Gareth’s contact info so he can be added to their mailing list. Marek would like Frank’s contact info to continue to be included in Materials LST mailing list and be a Materials contact for the FF building for any safety related incidents/issues. Frank to copy Aaron on any incidents/issues in FF. Update: Aaron and Gareth attended MTRL LST in June. Gareth will attend future MTRL LST meetings and liaise with Materials	AH		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-24/06/19-1		-Safety Day 2024 – Save the Date – Wednesday, Oct 16: We are delighted to announce that Safety Day 2024 has been scheduled for Wednesday, October 16. Building on the overwhelming positive response from previous years, 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 in mid-June as we are in the final stages of confirming the details.			IP
NB-24/06/19-2		Heat Stress Exposure Control Plan Feedback: Prior to the publication of the Heat Stress Exposure Control Plan (HSECP), Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where there is a risk of heat stress and offers the information needed to keep you safe at work. To provide your feedback, please complete this Qualtrics Survey by July 15th, 2024. The HSECP can be found using the link on the first page of the survey.			C
NB-24/06/19-3		Staying safe around coyotes: We have had a few reports of coyotes on campus and wanted to provide tips for any encounters you might have. First			IP



6. NEW & OTHER BUSINESS				
		<p>and most importantly, do not approach or interact with coyotes (or any wild animals), including taking close photos or feeding them.</p> <p>Never feed or leave food out for a coyote. Coyotes hunt their natural prey self-sufficiently and do not require human handouts for survival. Feeding a coyote (directly or indirectly) can cause a dependence on humans that will put both the animal and people at risk. This practice can be detrimental to the coyote over the long term.</p> <p>Coyotes tend to be curious but not aggressive and will usually mind their own business if left alone. If they approach you or seem aggressive, follow the advice from the BC Conservation Officer Service (COS):</p> <ul style="list-style-type: none"> •Make yourself look as large as possible. •Wave your arms and shout at the coyote in a loud, aggressive voice. •If the coyote continues to approach, don't run or turn your back. Continue to exaggerate the above gestures and slowly back away to safety. •If you are walking your dog, make sure to keep it on a leash. Follow the steps above while moving yourself and your dog away from the coyote. Pick up small dogs if possible. <p>If a coyote poses an immediate threat or danger to public safety, call the COS Call Centre at 1-877-952-7277.</p>		
NB-24/06/19-4		Mining Undergrad Safety – Nothing to report		C
NB-24/06/19-5		Mining Grad Safety – Nothing to report		C
NB-24/06/19-6		<p>JOHSC- Below are latest dates for JOHSC Training. You can register here</p> <p>Richard mentioned a Qualtrics survey for fume hood users in APSC that our technical staff/lab users should take to offer input on the ongoing FH issues in APSC. This is the link/info: A survey to collect information on fume-hood issues has been created:</p> <p>https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s</p>		C
JOHSC Training				
Part 2a	Part 2b			
July 10 th 10:00am-12:00pm	July 16 th 1:00pm – 3:00pm			



7. NEXT MEETING	
Date:	August 21 2024
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:18am

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