



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: March 27, 2022

Time: 2:00 PM
Location: 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gareth Leonard		<input 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melanie Mackay		<input type="checkbox"/>	<input checked="" 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> GI-Rix-17/09/13		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. 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. Libin to follow up with Ali regarding this also. Update: Aaron sent Richard SDS sheets and those have been forwarded to Rich Wombolt (UBC SRS) who will be creating procedures and guidelines. Storage is still a concern and a priority to move the cells out of the lab space. Ali to follow up with supplier for recommendations for storage. Location to be discussed further as well as storage container type/design.</p> <p>-Richard asked what the cells were for: Ali suggests they will be part of training kit for student use/learning.</p> <p>-Sand can be used to put out cell fires. It is suggested to keep enough on hand to put out a fire wherever they will be stored.</p> <p>-Condition of batteries should be monitored (observing for damage or bulging. If noted battery should be disposed of.)</p> <p>-E bikes will probably not be banned from inside buildings</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. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. Our new Admin and Safety Assistant-Gareth- will complete this and the updated copy posted on the Mining website.</p>			IP
NB-23/02/27-3		<p>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</p>			C



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

		the community on why sensitization is an important workplace safety issue and how to protect yourself. Update: Richard attended. SRS was going to post the material from the seminar soon. Also covered in the seminar was WSBC attitude towards this safety issue and the importance of proper PPE.			
NB-23/02/27-4		Precautions for icy: 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. Update:</i> A letter will be sent to Dean Olson once it's ratified at next JOHSC meeting. It is a legal document to be forwarded on to UBC.			C

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-23/03/27-1		New Hire: The Mining department has hired a new Administrative & Safety Assistant. Gareth Leonard will be starting with the department on April 11 th and be based in the Mining main office at the front desk. Gareth will be participating in our LST meetings.			C
NB-23/03/27-2		Mining Undergrad Safety: No rep present			C
NB-23/03/27-3		Mining Grad Safety: No rep present			C
NB-23/03/27-4		JOHSC: Nothing further to report			C

7. NEXT MEETING

Date:	April 24, 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