



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: May 30, 2023

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"/>
Gareth Leonard		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Joanna Ho		<input checked="" 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 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 type="checkbox"/>	<input checked="" 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"/>

2. /REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
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. Update: Chris has completed maintenance logs for CMP 203. Will also add/update safety guarding for equipment in this room. Libin suggested that the PI and researchers using this space should post new			IP



2. /REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p>signage for this area. Melanie (LST member-grad rep) offered to help 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.</p> <p>Signage, including operating the dust collecting system, was discussed again. Libin to assist as needed.</p>			

3. 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



4. 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 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 Wambolt (UBC SRS). Ali to follow up with supplier for recommendations for storage. Location to be discussed further as well as storage container type/design.</p> <p>-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.</p> <p>-The need for longer term storage, if needed for classes and/or labs, may be an issue. Ali believes more safeguards need to be put in place. Ali and Aaron will have a separate meeting about this with Ilija.</p> <p>-Aaron has sent Libin a copy of the SDS for the batteries as requested to be included in the SDS binder for the CMP.</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. No reply from Materials yet, Aaron to follow up again</p>	AH & GL		IP
NB-23/04/24-5		<p>- Mining Grad Safety: Sally asked if the liquid nitrogen SOP had been updated since the elevator refurbishment was completed as the caution/safety belt used to block access to the elevator while transporting the liquid nitrogen dewars was removed?</p> <p>Frank suggests he is the person who transports the nitrogen and knows the SOP and that caution tape is used to block access now. He wasn't sure if the SOP had been updated and where it was located (Libin suggested it is located</p>	FY		IP



4. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p><i>in our HSE manual?). Sally asked Frank what is done if he is away, how would researchers get liquid nitrogen?</i></p> <p><i>- Action Items: Frank to locate/update the SOP using the most up to date UBC SRS templates (see above section 4 for links to templates and risk assessment) and train students in the SOP/SWP. Frank to follow up with Sally</i></p> <p><i>-Frank has purchased removable magnetic caution tape/belts for the elevator and an SR was put in to have steel plates installed in the elevator to accommodate these.</i></p>			
NB-23/04/24-3		<p>-Fume hood Audit: CMP annual fume hood audit was conducted April 24.</p> <p><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.</i></p> <p><i>-Libin suggested that the Fume hood could still be used until October 2023 as per previous inspection tag and it was discussed that a follow up to confirm this would be helpful. Aaron followed up with Richard Caldwell and the fume hood can be used until Oct.2023.</i></p> <p><i>-Audit report below on page 7.</i></p>			IP

5. 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-23/05/30-1	E	<p>-Ergonomics Claims Statistics 2018-2022 Ergonomic accidents and injuries have been the leading claim type at UBC from 2018 to 2022, encompassing a significant portion of claims volume and cost. This highlights the importance of addressing ergonomic issues in the workplace to reduce the frequency and severity of these claims.</p> <p>-Lifting guidelines to be posted around the labs and on Departmental bulletin boards. (Gareth & Aaron)</p>			IP



5. NEW & OTHER BUSINESS				
		-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. -Below (page 8) are UBC's WorkSafeBC claims statistics for ergonomic accidents and injuries from 2018-2022.		
NB-23/05/30-2	E	-Occupational Sensitization Seminar Recording Great news! The seminar on Occupational Sensitization that took place March 10th, 2023 is now available as a course on WPL with a combination of videos and presentation slides. Sensitizers are chemical and/or biological agents that can trigger a devastating irreversible allergic response following contact, even in trace quantities. If you missed the opportunity to attend, have new faculty/staff/students in your workplace, and are interested to learn more about sensitizers please feel free to review the presentations using the following link: https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-oss		C
NB-23/05/30-3		CMP Alcove Area: (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.		IP
NB-23/05/30-4		Mining Undergrad Safety: No rep present		C
NB-23/05/30-5		Mining Grad Safety: No rep present		C
NB-23/05/30-6		JOHSC:		C

6. NEXT MEETING	
Date:	June TBD, 2023
Time:	2pm
Location:	FF 519A/Zoom

7. MEETING ADJOURNED	
Time:	2:30pm

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

COAL 304-4 Fume Hood Report

The following shows the results for fume hood 304-4 which failed on account of having an average face velocity below 0.4 m/s.

Face Velocities	L to R	1	2	3	4
	Top	0.42	0.39	0.38	0.39
	Bottom	0.35	0.35	0.36	0.35
Cross Draft	L to R	1	2	3	
	Vertical	0	0.03	0.03	
	Horizontal	0.05	0.01	0.04	

Face Velocity Stats	Avg	0.37
	Min	0.35
	Max	0.42



Cross Draft Stats	Max	0.05
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- Accident Type	- Claims	- % By Volume	- % By Total Cost
- Overexertion	- 173	- 29%	- 22%
- Repetitive Motion	- 42	- 7%	- 13%

- Injury Type	- Claims	- % By Volume	- % By Total Cost
- Back Strain	- 119	- 20%	- 21%
- Other Strains	- 226	- 37%	- 30%
- Tendinitis/Tenosynovitis	- 15	- 2%	- 4%

UBC's Ergonomics Program offers the following manual material handling resources:
[Training](#). Register online for one of our regularly scheduled MMH Ergonomics Trainings
[Lifting guidelines](#): how much is too much and guidance on lifting mechanics.
Contact ergonomics.info@ubc.ca if you require additional assistance.