



## Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope,  
Ali Madiseh

Date: May 22, 2024

Time: 11:00 AM  
Location: FF 519A and Zoom (online)

### AGENDA:

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none"><li>• Monthly Incident List &amp; Statistical Summary Report</li></ul></li><li>3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li></ol> | <ol style="list-style-type: none"><li>4. Review Education and Training</li><li>5. Ongoing Business – Status of Action Items, Review of Previous Minutes</li><li>6. New and Other Business</li><li>7. Next Meeting</li><li>8. Meeting Adjournment</li></ol> |
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1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Libin Tong		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amin Shadi		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ramita Lehman		<input checked="" 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"> <li>Monthly Incident List &amp; 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></li> </ul>						
(* 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. <b>SRS Webpage Update</b> <a href="#">Full Details on the Website</a>			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		<b>Lithium batteries:</b> 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>This item to remain in the LST minutes until a SWP has been created or batteries recycled. (Ongoing)</i>			IP
NB-23/04/24-5		<b>Mining Grad Safety:</b> Sally asked if the liquid nitrogen (LN <sub>2</sub> ) 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 <sub>2</sub> dewars was removed? Sally asked Frank what is done if he is away, how would researchers get LN <sub>2</sub> ? Aaron to follow up with FM and Rich Wambolt about elevator ventilation questions in case of spill scenario. - <b>Action:</b> <i>Aaron and Gareth have offered to help Frank adopt the SRS Cryogenic Liquid safety procedures and Frank's transport of LN<sub>2</sub> 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)</i>	AH/GL		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
NB-23/12/01-3	E	<p><b>Lead Exposure Control Plan and Training Course</b> SRS is launching an updated <a href="#">UBC Lead Exposure Control Plan</a> (ECP) and a new <a href="#">Lead Awareness training</a> 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. <b>Action:</b> Aaron to follow up with Rich Wambolt as this could be required by our lab users.</p>	AH		IP
NB-24/04/17-4	E	<p><b>FF 512 Break-in</b> 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>  <b>Update/Action:</b> 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.</p>	AH/GL/ AM		IP

6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status



6. NEW & OTHER BUSINESS					
NB-24/05/22-1	E	<b>Disability Course Input Survey</b> -The <a href="#">Centre for Workplace Accessibility</a> is developing a course on disability inclusion and is seeking feedback on content from disabled employees. This effort is in line with the " <a href="#">Nothing about Us, Without Us</a> " initiative which promotes the active involvement of persons with disabilities in the planning of strategies and policies that affect their lives. If you self-identify as an individual with a disability, a disabled person, and/or if you have a chronic health condition, please consider taking this anonymous 5-minute survey to provide your perspective. Provide your input by Monday, May 13. Find out more and <a href="#">take the survey</a> .			C
NB-24/05/22-2	E	<b>Pets/Animals in the Workplace</b> - At UBC, bringing pets to the workplace is a privilege that balances personal benefits with community responsibility. Consultation with colleagues and adherence to health and safety measures are essential parts of the process. For detailed guidance, please visit <a href="#">UBC's Pets/Animals in the Workplace</a> .			C
NB-24/05/22-6		<b>Materials Dept. LST Participation</b> – Marek asked that a Mining LST member participate in the Materials LST meetings. Previously Frank was doing this but stopped several years ago. <b>Action:</b> Gareth to participate in these 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.	AH		IP
NB-24/05/22-3		<b>Mining Undergrad Safety</b> – Nothing to report			C
NB-24/05/22-4		<b>Mining Grad Safety - Fume hood (FH) issue in FF 401B</b> - a grad student was working in the evening and noticed the FH fan slow and then stop. The fume hoods in this room have a remote/local switch. The switch was set to local and the FH continued working, the FH adjacent stopped working. A SR was allocated for this and a mechanical issue was found for the fan motor controlling the FH on the 3 <sup>rd</sup> floor (Materials lab) and 4 <sup>th</sup> floor. It was also noted that the FH fans slow in the evening to save energy so a procedure was to be posted by Frank near the units with a remote/local			C



6. NEW & OTHER BUSINESS			
		switch. <b>Update</b> (Frank): UBC Building Ops has changed the settings for the FH so they are always on. No procedure is required to be posted and local/remote switch no longer needs to be used. Other FH repaired.	
NB-24/05/22-5		JOHSC- New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a> , and LST training <a href="#">here</a> .	C
JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
July 10 <sup>th</sup> 10:00am-12:00pm	July 16 <sup>th</sup> 1:00pm – 3:00pm	June 11 <sup>th</sup> 10:00am – 11:30am	June 14 <sup>th</sup> 1:00pm – 2:30pm

7. NEXT MEETING	
Date:	June 19, 2024
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:25am

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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](mailto:safety.programs@riskmanagement.ubc.ca)