



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope
Ali Madiseh

Date: October 31, 2023

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

AGENDA:

- | | |
|--|--|
| <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 |
|--|--|



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 type="checkbox"/>	<input checked="" 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 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"/>
Gabe Demers		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 (Millwrights) not other students. A record of training is to be kept in the room and with the user's supervisor.	AH & CM		C

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			C



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. The room has been thoroughly cleaned by students in preparation for adding new signage.</i></p> <p><i>Update: Libin has added new signage to replace old signage that was removed</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><i>-Lithium batteries: 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 Wambolt (UBC SRS). -Temporary storage in room 152 with batteries on a steel cart and temp signage outside the room. We have ~ 100lbs of sand near CMP 103 in case of fire. -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.</i></p> <p><i>- Aaron, Ali and Ilija had a meeting to discuss whether these cells will be used for classes or not. Ilija would like to use some for a class. 6-7 test rigs to be created. 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.</i></p> <p><i>-Update: This item to remain in the LST minutes until a SWP has been created or batteries recycled. Richard might have some resources for recycling</i></p>			IP
NB-23/04/24-5		<p><i>- 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?</i></p> <p><i>- Action Items: Frank could not locate a SWP for transporting LN₂ . Frank reached out to Heli in Materials Dept. to see if they have a current SWP and they don't. No copies of an old SWP have been located. A new SWP will need</i></p>			IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p><i>to be 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> <p><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). This info will be incorporated into SWP.</i></p> <p><i>- Frank has created a procedure document and will distribute to the LST for review before the next meeting.</i></p> <p><i>- Update: Frank's SWP document was not presented at this meeting and will be reviewed by Materials Eng. (Heli) first, then shared with our LST prior to the next meeting.</i></p>			
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 backlog 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> <p>Update: <i>SRS was contacted and they emailed the FM to expedite this work.</i></p>			IP

6. 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-23/10/31-1	E	<p>Communicable disease prevention <i>With the academic year and fall in full swing, it is important to review ways to prevent the spread of communicable diseases. Communicable disease prevention outlines how</i></p>			C



6. NEW & OTHER BUSINESS					
		<p>Public Health, UBC and individuals can work together to prevent the spread of communicable disease. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19, norovirus).</p> <p>The Communicable Disease Prevention Framework is not meant to replace existing customized workplace exposure control plans. (For more information, please refer to 5.2 and 6.33 to 6.40 of the Occupational Health & Safety Regulation).</p> <p>Mask update: There is no general requirement to wear a face covering (mask) on UBC Premises. Starting October 3, medical mask wearing will be required by all health-care workers, volunteers, contractors and visitors in patient care areas (including UBC faculty, staff and learners who operate in the mentioned areas) to increase protections in health-care facilities in B.C. For further details, visit the SRS website.</p>			
NB-23/10/31-2	E	<p>Get Ready to Shakeout On October 19, 2023, practice how to DROP, COVER and HOLD ON at 10:19 a.m. during the annual Great BC ShakeOut. The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops.</p> <p>-Richard has sent Sally's comments to SRS about issues receiving the alert</p>			C
NB-23/10/31-3	E	<p>Safety Day Safety Day 2023 was very successful with the largest attendance to date at 276 attendees and terrific in-person support from the UBC Executive and the President. Thank you to all who attended!</p>			C
NB-23/10/31-4	E	<p>Daylight Savings Ends A reminder that daylight savings ends on November 5 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:</p> <p>-Travel with colleagues or friends</p>			C



6. NEW & OTHER BUSINESS				
		<ul style="list-style-type: none"> -Contact the AMS Safewalk Program (operates from 8pm-2am) -Contact Campus Security to accompany you across campus after 2am -Know the location of UBC Blue Phones (download the UBC Safe App for quick access to this) -Use the Translink Community Shuttle -Use main pathways and avoid short cuts -Report malfunctioning/burnt out lights to Building Operation Service Centre -Dial 911 if you need emergency assistance 		
NB-23/10/31-5	E	<p>Program and Exposure Control Plan Feedback surveys As part of an ongoing commitment to continual improvement, SRS will be launching consultation surveys to facilitate feedback and input from "UBC Community members" on programmatic updates relevant to their roles. In December, the Silica Exposure Control Plan will be shared. JOHSCs and LSTs are encouraged to review and provide feedback, especially if this hazard is of particular concern to workers in their unit.</p>		C
NB-23/10/31-6		<p>Mining Dept. Annual Long Lab Inspections 2023 for CMP and FF buildings to be completed. See chart below with specific areas and person responsible for completing the inspections. If any changes to the list are required please let the LST Co-chairs know.</p> <p>Emails with the chart and long inspection form will be sent to each supervisor responsible for their area. The supervisor can delegate a person to complete the inspection on their behalf (i.e. a lab technician, Grad student or Postdoc familiar with the lab area etc.). Multiple lab areas can be combined in one inspection form but deficiencies must be clearly noted as to location and issue. Inspections due by Dec.1, 2023.</p>		IP
NB-23/10/31-7		Mining Undergrad Safety –No rep present.		C
NB-23/10/31-8		Mining Grad Safety - Rep not present		C



6. NEW & OTHER BUSINESS				
NB-23/10/31-9	E	JOHSC- The weather is changing/time of year when slips, trips and falls can occur. All accident, injuries or near misses should be reported in CAIRS		C

7. NEXT MEETING	
Date:	December 1, 2023
Time:	11 am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:35am

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



Long Lab Inspections 2023

The following chart shows the areas you are responsible for:

Building/ Room Number	Supervisor	Supervisor's Inspection Delegate	Completion Date:
CMP 102, 110, 111, 111A & 151	Elmo, Davide		
CMP 358- Microscope Lab	Holuszko, Maria		
CMP 201A & 203	Holuszko, Maria		
FF 503	Holuszko, Maria		
CMP 100, 101 (incl. 101A/B), 108	McElligott, Chris		
CMP 109 (East Storage area)	McElligott, Chris		
CMP 304	Klein, Bern		
CMP 207 (Cyanide & Sink Float)	Klein, Bern/Marek Pawlik		
CMP High-Bay 201 & 205	Klein, Bern		
CMP 310A	Klein, Bern		
CMP 155, 109A & 109B	Madiseh, Ali		
CMP 305	Miskovic, Ilija		
CMP 200, 204, 206, 208, 210	Miskovic, Sanja		
CMP 304A	Miskovic, Sanja		
CMP 216 - Potash Wet Lab	Pawlik, Marek		
FF 401 (incl. 401 A/B) & 403	Pawlik, Marek		
CMP 103	Tong, Libin		
CMP 152 (storage)	Tong, Libin		