



## Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope  
Ali Madiseh

Date: September 27, 2023

Time: 1:00 PM  
Location: FF 519A and Zoom (online)

### AGENDA:

- |   |  |
|---|--|
| 1. Roll Call  | 4. Review Education and Training   |
| 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> | 5. Ongoing Business – Status of Action Items, Review of Previous Minutes |
| 3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)  | 6. New and Other Business  |
|   | 7. Next Meeting  |
|   | 8. 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sally Finora		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melanie Mackay		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amin Shadi		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gabe Demers		<input checked="" type="checkbox"/>	<input 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		IP

## 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. <b>Corrective actions:</b> 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			IP



3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<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>			

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	<b>Review of previous meeting minutes – Minutes were accepted as read.</b>			C
NB-23/01/30-3		<p><i>-Lithium batteries: Info required for working with these cells, including SWP procedures/protocols and storage. <b>Update:</b> 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.</i></p> <p><i>-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. Aaron to follow up with Ali and Ilija as to whether these cells will be used for classes or not. If not, they may be recycled.</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. We would like UBC/SRS help in doing this as there is limited info. Leftover cells not used for this class would be recycled.</i></p> <p><i>-<b>Update:</b> Aaron to follow up with Richard Colwell for guidance and discuss removing this item from the LST minutes.</i></p>			IP
NB-23/02/27-2		<p><b>-Building Emergency Response Plan (BERP):</b> 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.</p>	AH & GL		C
NB-23/04/24-5		<p><b>- Mining Grad Safety:</b> <i>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</i></p>			IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)				
		<p><i>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>?</i></p> <p><i>- Action Items: Frank could not locate a SWP for transporting LN<sub>2</sub> . 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 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>-Update: Frank has created a procedure document and will distribute to the LST for review before the next meeting.</i></p>		
NB-23/04/24-3		<p><b>-Fume hood Audit:</b> <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><i>Update: Libin sent Aaron SR info to follow up with building FM</i></p>		IP
NB-23/05/30-3		<p><b>CMP Alcove Area:</b> <i>(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. Update: Libin to follow up with removal.</i></p>		C
NB-23/06/29-2		<p><b>COVID-19 Signage:</b> <i>signage to be replaced with Disease Prevention information on dept. bulletin boards. Action: AH &amp; GL create/post signage</i></p>		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-23/09/27-1	E	<b>Safety Day Registration Closed</b> Safety Day Registration is now closed as we've reached capacity. If you want to be added to the waitlist, cancel your registration or have other questions, please email <a href="mailto:Shilan.keshvadi@ubc.ca">Shilan.keshvadi@ubc.ca</a> . An email will be going out next week to everyone who registered to confirm their registration so if we are notified of any cancellations, there will definitely be opportunity to move from the waitlist to being registered for the event.			C
NB-23/09/27-2	E	<b>UBC Safe Vancouver</b> UBC Safe App is the official mobile safety app of UBC Vancouver (Point Grey). This multi-function app allows you to receive important safety push notifications, safety information, contacts, maps and procedures — all in one place! Download the <b>UBC Safe Vancouver app</b> and make sure you turn on <a href="#">push notifications</a> to receive timely updates and urgent notifications. The mobile safety app is available for download on the <a href="#">iOS/Apple Store</a> for iPhone or <a href="#">Google Play Store</a> for Android. The UBC Safe App is free and recommended for UBC students, faculty, staff and campus visitors.			C
NB-23/09/27-3		<b>Mining Undergrad Safety – Door alarm to Gatenby clubroom stays on for a long time when leaving the room. Disruptive to occupants. Action Item: Gareth to follow up with this as a SR had been put in previously.</b>			IP
NB-23/09/27-4		<b>Mining Grad Safety</b> -Nothing to report			C
NB-23/09/27-5		JOHSC- Rep not present			C

**7. NEXT MEETING**

Date:	October 31, 2023
Time:	11 am



**7. NEXT MEETING**

Location: FF 519A/Zoom

**8. MEETING ADJOURNED**

Time: 1:35pm

**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](mailto:safety.programs@riskmanagement.ubc.ca)