



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope,
Ali Madiseh

Date: September 25, 2024

Time: 11:03 AM
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
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Ali Madiseh		<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" 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 #	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. 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		Lithium batteries: 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>Libin asked if we needed to keep all the batteries? Ali would like to find a use should Ilija no longer need them. Libin also discovered a SRS battery disposal file.</i>			IP
NB-23/12/01-3	E	Lead Exposure Control Plan and Training Course SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training 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. Action: Aaron to follow up with Rich Wambolt as this could be required by our lab users. Update: We are waiting to hear from Peggy (UBC SRS) In progress. Aaron will follow up again	AH		IP
NB-24/04/17-4	E	FF 512 Break-in: Room 512 (Grad office) had signs of forced entry. 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.). Update/Action: 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	AH/GL/ AM		IP



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

		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 (Ongoing)			
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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-24/09/25-1	E	Field Safety Report Completed The final report on field safety at UBC has been completed (see attached). This report was conducted to assess the current state of field safety programming at UBC and to identify areas for further development. It includes key findings, best practices, and recommendations to enhance the safety and support of off-campus teaching, learning, and research activities. Action: <i>Mining Dept to wait for further guidance and documents from UBC SRS. Informational at this stage.</i>			C
NB-24/09/25-2	E	New from Transport Canada – Required Reporting of Dangerous Goods activities Transport Canada has introduced regulatory changes to the Transport of Dangerous Goods Regulations to require reporting of operational activities involving Dangerous Goods (DG). In the coming weeks, units impacted by this requirement will be asked to review shipping documentation from the previous 12 months. A summary of activity types and goods classifications will be collected via Qualtrics for compilation and submission to Transport Canada. Questions or requests for more in-depth discussions may be directed to dangerous.goods@ubc.ca . General Transportation of Dangerous Goods training is available online, on demand at wpl.ubc.ca			C
NB-24/09/25-3		Emergency Management Fall Engagements Safety & Risk Services, Emergency Management team will be busy at work engaging with our			C



6. NEW & OTHER BUSINESS					
		<p>campus community throughout the fall. We invite you to come learn more about personal preparedness and emergency management at UBC at one (or all!) of the following events:</p> <p>October 16: Join us in the recognition of safety across the university. Find out how we help campus safe on Safety Day @ Great Hall (AMS Student Nest), 8:00 a.m-3:00 p.m. To sign up for the Safety Day waitlist, please email safety.risk@ubc.ca. (Safety Day Agenda)</p> <p>October 17: Come hungry, leave prepared. Gain practical tips for personal and family preparedness during our Lunch and Learn @ TBD, 12:00-1:00 p.m. If you would like to attend, please sign up here.</p> <p>Emergencies happen, and we each have a role to play. Know your hazards, make your plan, and gather your supplies. For more information on how to stay prepared, visit srs.ubc.ca</p>			
NB-24/09/25-4		<p>Working Safely in Laboratories: Non-Laboratory Personnel SRS is excited to announce the launch of a new course, Working Safely in Laboratories: Non-Laboratory Personnel. This course is tailored for staff who do not usually work in laboratories but may need to enter these spaces occasionally as part of their job duties. The course covers the potential hazards associated with laboratory environments and provides guidance on how to manage these risks to safely perform work tasks within UBC lab spaces.</p> <p>Action: Aaron to look through course and report back to LST before considering adding it to our Canvas safety training.</p>	AH		IP
NB-24/09/25-5	E	<p>Psychological Health and Safety 101 NEW! Online self-paced course for UBC faculty and Staff: Psychological Health and Safety 101</p> <p>Workplaces have the power to influence mental health and wellbeing. They can give people the opportunity to feel productive and purposeful. However, they can also reinforce harmful systems and contribute to mental health concerns and illness.</p> <p>You have the ability to positively influence your workplace by learning about - and acting on - factors that support psychological health and safety within your team.</p>			C



6. NEW & OTHER BUSINESS					
		<p>When individuals, teams, and leaders take steps to understand, recognize, and action small changes to support mental wellbeing at work, the entire organization benefits.</p> <p>In this course you will:</p> <ul style="list-style-type: none"> -Learn about psychological health and safety and how it is different from physical safety and mental health -Understand why psychological health and safety is important in the workplace and within teams -Identify actions that you can take to enhance psychological health and safety in your workplace <p>Open enrollment anytime. If you have questions, please email efap.info@ubc.ca.</p>			
NB-24/09/25-6		<p>Annual PortaCount Calibration: Update to be provided by Libin. <i>Update:</i> Libin confirmed that unit was calibrated and ready for testing.</p> <p><i>Discussed was the importance/requirement of training records. Currently, physical records are kept for those getting fit tests but no record is kept of the person trained to use the machine to conduct fit tests. Usually a TA or Grad student is trained by the technical staff to conduct a fit test and a record of this training should be kept. Action:</i> Libin to create a training document (it was suggested to base off of the SRS templates) and keep a physical record and digital record in the dept. shared drive. Aaron to create a folder for the training documents and send Libin examples of training docs. All records of fit tests and training to be digitized and upload to the shared drive.</p>	AH/LT		IP
NB-24/09/25-7		<p>Fume Hood 503-1 is tagged as Out of Service in FF 503 since February. Update to be provided (Frank). <i>Update:</i> There have been many issues with APSC fume hoods not getting repaired in a timely manner so it is important that we follow up on these issues asap. Frank to check Planon to see if a SR was put in to repair this fume hood and let Aaron know the SR number. Aaron to follow up with FM/SRS once Frank responds.</p>	FY/AH		IP
NB-24/09/25-8		<p>Mining Undergrad Safety – Nothing to report</p>			C



6. NEW & OTHER BUSINESS					
NB-24/09/25-9		Mining Grad Safety – Nothing to report			C
NB-24/09/25-10	E	JOHSC - Richard Colwell on leave, return TBD. For LST concerns/guidance we may have previously connected with Richard for, we are asked to reach out to UBC SRS safety.risk@ubc.ca as a first point of contact.			C

JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
October 28 th	October 30 th	November 19 th	November 22 nd
9:30am – 11:00am	1:00pm – 2:30pm	10:00am – 12:00pm	1:00pm – 3:00pm

7. NEXT MEETING	
Date:	October 23rd
Time:	11am
Location:	FF 519A/Zoom

8. MEETING ADJOURNED	
Time:	11:58am

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