



## Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope,  
Ali Madiseh

Date: November 20, 2024

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

### AGENDA:

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| <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 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
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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"> <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)



**2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ID # 136083	C	11/19/ 2024	Undergraduate student fainting episode. Incident Summary: pre-existing condition, no injury occurred, no hazards present and no actions to be taken.	AH	N/A	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
		Annual long lab inspections have started. Deadline of Dec.1 2024 for completion.	See table below		IP

**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



4. EDUCATION AND TRAINING					
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		<b>Lithium batteries:</b> 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: This item to remain in the LST minutes until a SWP has been created or batteries recycled. <b>Update:</b> <i>Aaron met with Ilija and he won't have a use for the batteries. Ali will decide whether he will use these or not. It was suggested to check w/Maria to see if they could be used in E-waste class or donated to other APSC dept. or we recycle/return to supplier. (Ongoing).</i>	AH/AM		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. <i>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) Aaron will follow up again. Update: it was discussed that this will only be required when working with samples containing lead. Supervisors are responsible for communicating to workers when this specific training is required based on the hazard present. Action: Updates will be made to the dept. Material (Ore) Assessment form emphasizing the requirement of SDS or Assay with samples being brought into our facilities. These documents will be a requirement before further research work can be conducted and/or samples are received. Protocols will also be updated as needed. Dept Head to approve all changes when complete.</i></p>	AH/AM/ GL/LST members	IP
NB-24/04/17-4	E	<p><b>FF 512 Break-in:</b> 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 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 Update: <i>Ali spoke about Alien malware dongles infecting the computers in Gatenby. The Department will find out who owns these computers and contact IT if they are UBC devices. Update: IT contacted and all computers were in password recovery mode. Action: Suggestions of blocking USB access with a locked cover were</i></p>	AH/GL/ AM/CM	IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		discussed to prevent this in the future. This will be added to project work for Chris. Students would request access to these ports as needed and the key would be kept in the main office. Aaron and Ali are creating signage for the computers in the UG room. Updates to Grad and Undergrad orientations/intake will be added to address computer security.			
NB-24/09/25-6		<p><b>Annual PortaCount Calibration:</b> Libin confirmed that the unit was calibrated and ready for testing. 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. <b>Action:</b> 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. <b>K:\mine-general\Safety\Respirator Fit Test_PortaCount\PortaCount Training Records</b></p> <p><i>Update: Libin has created a document for people who have received training and this document is saved to the Mine general shared drive (K:). <b>Update:</b> Libin has created a simplified training document and uploaded to the K drive in addition to the previous document- Aaron to review this taking into account the standardizing of our SWP documents in the ongoing Education/Training section above. <b>Action:</b> Libin to provide a copy of the protocol/procedure that is used for training and is working on it currently. Once complete, it will be reviewed and saved to the shared K drive also.</i></p>	AH/LT		IP
NB-24/09/25-7		<p><b>Fume Hood 503-1</b> is tagged as Out of Service in FF 503 since February. Update to be provided (Frank). <i>Update: 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.</i></p>	AH		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>Aaron to follow up with FM/SRS once Frank responds. Update: there was a SR request by Frank but no follow up and the SR was cancelled after 6 months. <b>Action:</b> Aaron will contact Sonam at SRS (suggested by Richard) directly to expedite FH testing/certification.</p>			
NB-24/10/23-3		<p><b>Mining Dept. Annual Long Lab Inspections 2024</b> 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. The deadline to complete these inspections is December 1<sup>st</sup>, 2024 so that a report can be created for APSC JOHSC and deficiencies can be reviewed. Update: <i>Aaron and Gareth to compose and send out emails to the responsible parties. Update: Several inspections have been completed. Action: Gareth/Aaron to compile deficiencies for next meeting. Gareth to send out email to remind those that haven't completed inspections of the Dec 1 deadline.</i></p>	AH/GL		IP
NB-24/10/23-5		<p><b>Mining Grad Safety</b> – Sally discussion points: 1. Spark-proof fridge in the FF lab- ours is an old modified unit and should be replaced with an oem fridge if flammables are to be stored in it. Is the fridge included in the inspections? <b>Action:</b> Frank to update/offer input. Frank to get quotes for new fridges to meet safety requirements. Richard to send Aaron contact from Chem Eng who may have a preferred supplier; 2. New Project Hazard Assessment Form – the form requires multiple signatures from the supervisor, are we able to reduce this to one signature? These forms should be posted in the work area if possible and a copy should be kept by the supervisor and technician. The lab worker uploads a copy to their Canvas Mine Safety profile but if they are not from our department or a visitor doing supervised</p>	FY/AH/GL		IP



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

		lab work then the technician will upload a copy to the Mine (K) shared drive for our centralized records. (LST to discuss). <b>Action:</b> Marek has approved the removal of multiple signatures and the form will be updated and added to the canvas MINE Safety Online Workshop. A copy of the form should be saved to <b>K:\mine-general\Safety\New Project Hazard Assessment Forms</b>			
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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-24/11/20-1	E	CAIRS - On Oct 14 <sup>th</sup> there was a cybersecurity attack on CAIRS in an attempt to flood our system with numerous report submissions using the public facing forms. We would like to reassure you that this attack was unsuccessful, no information was compromised and your privacy and user data remains fully intact. IT Cybersecurity acknowledged the attack attempt and confirmed no further action is required as none of the attacks were successful. As CAIRS allows submissions from individuals who are visitors, contractors, and others who do not have a Campus-Wide-Login (CWL) these attacks are a known complication. It's important to note that genuine submissions from these reports help us identify deficiencies, hazards, and other gaps that may otherwise be missed and contribute to the overall health and safety at the university and off campus locations. The cybersecurity attack created 446 CAIRS reports which then generated and triggered an enormous amount of email notifications. We sincerely apologize for any notifications you may have received during this event, these reports have been deleted and no further action is required from users. All information on our website is secure and requires a CWL to access,			C





6. NEW & OTHER BUSINESS					
		so if you have any additional questions or concerns, please do not hesitate to reach out to us at <a href="mailto:ubc.cairs@ubc.ca">ubc.cairs@ubc.ca</a>			
NB-24/11/20-2	E	<p><b>Daylight Savings Ends</b> - A reminder that daylight savings ends on November 3 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> <ul style="list-style-type: none"> <li>▪ Travel with colleagues or friends</li> <li>▪ Contact the <a href="#">AMS Safewalk Program</a> (operates from 8pm-2am)</li> <li>▪ Contact <a href="#">Campus Security</a> to accompany you across campus after 2am</li> <li>▪ Know the location of <a href="#">UBC Blue Phones</a> (download the <a href="#">UBC Safe App</a> for quick access to this)</li> <li>▪ Use the <a href="#">Translink Community Shuttle</a></li> <li>▪ Use main pathways and avoid short cuts</li> <li>▪ Report malfunctioning/burnt out lights to <a href="#">Building Operation Service Centre</a></li> <li>▪ Dial <b>911</b> if you need emergency assistance</li> </ul> <p><b>Action:</b> Aaron to send out reminder of resources available for safe travel on campus in the evenings and also regarding upcoming season of inclement weather</p>	AH		IP
NB-24/11/20-3		<b>Mining Undergrad Safety</b> – nothing to report			
NB-24/11/20-4		<b>Mining Grad Safety</b> – nothing to report			
NB-24/11/20-5		<b>JOHSC</b> – nothing to report			

7. NEXT MEETING	
Date:	December 18th
Time:	11am
Location:	FF 519A/Zoom



8. MEETING ADJOURNED	
Time:	11:38am

### 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)



## Long Lab Inspections 2024

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	Mehdi Golzar Ahmadi	
CMP 201A & 203	Holuszko, Maria	Mehdi Golzar Ahmadi	
FF 503	Holuszko, Maria	Mehdi Golzar Ahmadi	
CMP 100, 101 (incl. 101A/B), 108	McElligott, Chris	N/A	Nov 20, 2024
CMP 109 (East Storage area)	McElligott, Chris	N/A	Nov 20 2024
CMP 304	Klein, Bern	Libin Tong	
CMP 207 (Cyanide & Sink Float)	Klein, Bern/Marek Pawlik	Frank Yan	Nov 14 2024
CMP High-Bay 201 & 205	Klein, Bern	Libin Tong	
CMP 310A	Klein, Bern	Libin Tong	
CMP 155, 109A & 109B	Madiseh, Ali	Amin Shadi	
CMP 305	Miskovic, Ilija		
CMP 200, 204, 206, 208, 210	Miskovic, Sanja	Libin Tong	Nov 8 2024
CMP 304A	Miskovic, Sanja	Libin Tong	Nov 8 2024
CMP 216 - Potash Wet Lab	Pawlik, Marek	Frank Yan	Nov 13 2024
FF 401 (incl. 401 A/B) & 403	Pawlik, Marek	Frank Yan	Nov 14 2024
CMP 103	Tong, Libin		
CMP 152 (storage)	Tong, Libin		