



Local Safety Team Meeting Minutes

Name of Team: Mining Engineering

Chair(s): Aaron Hope,
Ali Madiseh

Date: October 23, 2024

Time: 11:02 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sally Finora		<input type="checkbox"/>	<input checked="" 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"> 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)					
		<p>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. Aaron and Ali are creating signage for the computers in the UG room.</i></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: <i>Aaron took the course and it is tailored to staff who occasionally enter lab spaces (such as custodial staff members). Our MINE safety training already covers our lab users, visitors or contractors with more in-depth training. It is not recommended to add to our safety training at this time.</i></p>	AH		C
NB-24/09/25-6		<p>Annual PortaCount Calibration: 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. Action: 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</p>	AH/LT		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		and upload to the shared drive. K:\mine-general\Safety\Respirator Fit Test_PortaCount\PortaCount Training Records Update: Libin has created a document for people who have received training and this document is saved to the Mine general shared drive (K:). Action: Libin to provide a copy of the protocol/procedure that is used for training and referenced in the training document and this is to be saved to the shared drive also.			
NB-24/09/25-7		Fume Hood 503-1 is tagged as Out of Service in FF 503 since February. Update to be provided (Frank). 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. 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. Aaron will contact FM and SRS directly to expedite FH testing/certification.	FY/AH		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-24/10/23-1	E	UBC First Aid Assessment UBC has prepared a draft First Aid Assessment template to ensure compliance with WorkSafeBC's first aid requirements. It is essential to complete a written assessment to determine the first aid equipment, supplies, and facilities needed at each workplace. This worksheet is designed to help you conduct and document that assessment, ensuring appropriate first aid coverage for UBC's various campuses and facilities. Attached is the UBC Point Grey Campus First Aid Assessment.			C



6. NEW & OTHER BUSINESS					
		<p>For off-campus locations, please reach out to Dustin Szeto at dustin.szeto@ubc.ca to complete a first aid assessment.</p> <p>To review the draft or provide feedback, please refer to the attached UBC First Aid Assessment Template and the UBC Point Grey First Aid Assessment, and send any feedback to Dustin Szeto at dustin.szeto@ubc.ca by October 25th, 2024. For more information on first aid requirements, visit the WorkSafeBC First Aid Requirements page.</p> <p>Faculties and departments on the UBC Point Grey campus will not need to complete a separate first aid assessment, as one has already been completed for the entire campus. The UBC Point Grey First Aid Assessment, which was attached to the previous email, ensures that the necessary first aid coverage is in place for the campus.</p>			
NB-24/10/23-2	E	<p>Communicable disease prevention: 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 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>			C
NB-24/10/23-3		<p>Mining Dept. Annual Long Lab Inspections 2024 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</p>	AH/GL		IP



6. NEW & OTHER BUSINESS					
		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 st , 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.</i>			
NB-24/10/23-4		Mining Undergrad Safety – Ramita mentioned the ground floor perimeter door between FF and the CMP was opened without the use of a UBC card on Saturday 19 th October. Update: <i>Gareth liaised with Wes and discovered this is an ongoing issue with Campus Security called out on multiple occasions. Gareth contacted security regarding the security issue.</i>	GL		C
NB-24/10/23-5		Mining Grad Safety – 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? Action: <i>Frank to update/offer input;</i> 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 lab work then the technician will upload a copy to the Mine (K) shared drive for our centralized records. (LST to discuss). Action: <i>Aaron to review the document and approach Marek for approval. Marek has approved the removal of multiple signatures and the form will be updated and added to the canvas MINE Safety Online Workshop.</i>	FY/AH		IP
NB-24/10/23-6	E	JOHSC - New dates have been released for JOHSC and LST training. You can register for JOHSC training here , and LST training here .			C



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

7. NEXT MEETING	
Date:	November 20th
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



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		
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		