# Local Safety Team Meeting Minutes

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| **Name of Team:** | MCML Local Safety Team | **Chair(s):** | **Lewis Fausak** |

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| --- | --- | --- | --- |
| **Date:** | Nov 22, 2024 | **Time:** | 11:00 AM |
| **Location:** | Remotely via Zoom |

**LAND ACKNOWLEDGMENT:**

I would like to acknowledge that UBC’s Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the Musqueam people. I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.

**AGENDA:**

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| 1. Roll Call 2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents  * Monthly Incident List & Statistical Summary Report  1. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | 1. Review Education and Training 2. Ongoing Business – Status of Action Items, Review of Previous Minutes 3. New and Other Business 4. Next Meeting 5. Meeting Adjournment |

| 1. **ROLL CALL** | | | | |
| --- | --- | --- | --- | --- |
| **Worker Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Imelda Cheung | MCML |  |  |  |
| Alan Lee | MCML |  |  |  |
| Sylvia Leung | MCML |  |  |  |
| Carly McGregor | MCML |  |  |  |
| Lewis Fausak | MCML |  |  |  |
| Thorsten Knipfer | MCML |  |  |  |
| Jack Edgar | MCML |  |  |  |
| Samuel H. |  |  |  |  |
| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Andy Jeffries | MCML |  |  |  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
|  |  |  |  |  |

Approve Previous Month’s Minutes? Yes  No

| 1. **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** |
|  |  |  |  |  |  |  |

| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)** | | | | | | |
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| **Inspections for October: None**  **Inspections for November: MCML 22,A,B, 34A,B,C,48C,D,G,H,320 (AJ/LF) 48A,B,202 (AL),328,332,332A (CM)**  **Inspections for December: MCML 66, 180C (IC/AJ)** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| MCML 62  H-5 | C | Stainless shelves are not anchored to wall, which may pose falling hazards in the event of an emergency. Email [lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca) to submit a service request to anchor shelves to wall. An email has been sent to lfsus. This space is actually assigned to Agora so will reach out to Agora. Request has been submitted on PlanOn. | LF/Agora | Dec 31, 2024 | IP |
| MCML 62  H-6 | C | Heavy items are placed on top shelves which can be very dangerous if fallen. Store heavier items at bottom shelves and lighter items on top shelves. An email has been sent to lfsus. This space is actually assigned to Agora so will reach out to Agora. | AJ/Agora | Aug 31, 2024 | IP |
| MCML 62  H-11 | C | Lack of PPE observed in the space. It’ll be worthwhile to ensure aprons, oven mitts, pot coasters and food preparation gloves are available in the space. An email has been sent to lfsus. This space is actually assigned to Agora so will reach out to Agora. | AJ/Agora | Aug 31, 2024 | IP |
| MCML 64  D-11 | C | Trophy and vases on top shelf pose falling hazard. Email [lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca) to install an edge guard or lip on the top shelf to prevent items from falling. An email has been sent to lfsus. | AJ/LF | Dec 31, 2024 | IP |
| MCML 66  D-11 | C | Trophies are placed on top shelf, posing a falling hazard. Email [lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca) to install an edge guard or lip to prevent items from falling. An email has been sent to lfsus. | AJ/LFSUS | Dec 31, 2024 | IP |
| MCML 180C  H-6 | C | Top shelves have no lips or guards to prevent heavy totes from falling. Install a cable tie type of constraints. | AJ | Aug 31, 2024 | IP |
| MCML 180C  H-20 | C | Clusters of totes and boxes found on the floor space while dated samples remain on the shelves. Contact owners of totes to clear totes or update removal dates of these samples. Once old samples are removed, newer samples on the ground can then be located on shelves. Some of those have been removed. | IC/LF | Nov 22, 2024 | C |
| MCML 308  M-46 | C | Chemicals not segregated by hazard class, this is an ongoing task for the lab manager and LST. This lab stores a large variety of oxidizers; they either need to be stored in a secondary container or be in a separate storage area. This will require a large amount of time and will postpone till summer 2024. IC will email Peter K to initiate the process. Peter K acknowledged the email but did not give consent for us to work in the lab. AJ will talk to Andrew Riseman about lab activity in MCML 308. PK will not return to lab activity anymore and samples should be properly disposed of. New PI will look at the chemical inventory list to determine what to keep/discard before a proper segregation by hazard class will be performed. This item will likely not complete until summer 2025. The space will be allocated to new APBI hire – inventory and equipment list has been passed to the new PI. | LF/IC | Jun 30, 2025 | IP |
| MCML 308  M-46 | C | Fabric chairs from lab (308, 308A, 308B). Remove fabric chairs from lab (308, 308A, 308B). LFS ops has done a quick clean up in the space and removed the fabric chairs. | LF | Nov 12, 2024 | C |
| MCML 308  M-16 | C | 308 – heavy items stored up high; Ask PI to remove or move lower. | LF | Jun 30, 2025 | IP |
| MCML 308  M-33 | C | 308A, 308 – some containers missing workplace safety labels; ask PI to dispose of dated chemicals or put proper labels. | LF | Jun 30, 2025 | IP |
| MCML 308  M-18 | C | 308B – space is very cluttered; any old or obsolete equipment or samples should be removed. | LF | Jun 30, 2025 | IP |
| MCML 230  M-16 | C | There is a missing door on the shelf adjacent to MCML 230F containing glassware. Put items that are lighter in that shelf and move the glassware to a cabinet with a door. IC will reorganize and store only light items on the open shelf by Jan 31, 2025. | IC | Jan 31, 2025 | IP |
| MCML 129  D-11 | C | Heavy items are placed on high places (above eye level) and are not secured by any means and can cause a falling objects hazard. Move heavy items onto lower levels of shelves, remove things that are no longer needed to make more available storage space, install lips or any means of securing heavy items if items cannot be moved lower. An email has been sent to room occupants. The room is in the process of getting vacated; to be occupied by a new soil hire. | IC | Dec 31, 2024 | IP |
| MCML 140  D-11 | C | Heavy items at higher levels of the shelves (above eye level) need to be relocated to a lower area. Remove things that are no longer needed to make more available storage space, or move lighter things to higher spaces and heavier things to lower spaces. | IC | Dec 31, 2024 | IP |
| MCML 136D  D-4 | C | There are no blinds in the space. Submit a request to install blinds. | LF | Jan 31, 2025 | IP |
| MCML 190C  D-4 | C | The blinds are broken. There are no means of controlling light. Repair/replace the broken blinds. The request has been submitted. | LF | Sept 30, 2024 | IP |
| MCML 225  D-4 | C | The blinds are very difficult to lower and raise. There are no means of controlling light in this office. Replace the blinds | AJ/LF | Dec 31, 2024 | IP |
| MCML 248B  D-3 | C | There are no blinds to control the amount of light entering the room. Install blinds | AJ/LF | Dec 31, 2024 | IP |
| MCML 302, 329, 248  D-4 | C | There are no blinds in the lab. Install blinds. Combine in one item. | LF | Dec 31, 2024 | IP |
| MCML 190E  D-1 | C | Window bar is disconnected from the window. The window is unable to close or open. Repair the window bar, reconnect it to the window. Unfortunately, the window bar was no longer manufactured. Therefore, we will have to wait for decommissioned building to retrieve functional window bar for replacement. This could take some time. | AJ/LF | Dec 31, 2024 | IP |
| MCML 140  D-5 | C | There is a loud repeating noise coming from the air duct. Inspect the air duct to see what is causing the noise and see if it can be resolved without compromising the air duct. A request has been submitted. | AJ/LF | Dec 31, 2024 | IP |
| MCML 180F  D-3 | C | There is a missing light cover. Install a light cover. No light cover is available so it won’t be replaced. | LF | Nov 22, 2024 | C |
| MCML 181  D-17 | C | The floor is very dirty and full of dust and other debris. Arrange for the custodial team to clean the floor periodically. Room occupant should be told that biweekly sweeping of office should be included and to call 2-2173 to report if room becomes very dirty. A request has been submitted as missed cleaning space. | LF | Nov 22, 2024 | C |
| MCML 190  D-10 | C | Wooden bookshelf is not secured to the wall. Secure the bookshelf to the wall. A request has been submitted. | LF | Sept 30, 2024 | IP |
| MCML 190A  D-3 | C | The lights are very dim. The light level is not good for working. Replace the lights with fully functioning brighter lights. The light is working and there is nothing that can be done. This item is closed. User can customer fund to replace lights. | LF | Nov 22, 2024 | C |
| MCML 190D  D-17 | C | Ethernet cable is frayed and hanging out of the wall in two places. Repair the ethernet cable and the wall in both places. This has been fixed. | AJ/LF | Nov 22, 2024 | C |
| MCML 208B  D-17 | C | Not necessarily a hazard, but the user of the space requests for a vacuum. Provide the user of the space with a vacuum. Email AL to call 2-2173 for sweeping. | AJ/LF | Dec 31, 2024 | IP |
| MCML 239  D-7 | C | The room is very stuffy and a lack of fresh air. Open windows if possible. If not install a fan to circulate air in the room. Check exhaust fan functionality. A request has been submitted. | AJ/LF | Dec 31, 2024 | IP |
| MCML 248A  D-10 | C | There is a wooden cabinet that is not attached to the wall. Attach the cabinet to the wall with anchors or other means. | AJ/LF | Dec 31, 2024 | IP |
| MCML 254  D-10 | C | The cabinets are not attached to the wall. Attach the cabinet to the wall with anchors/hooks. | AJ/LF | Dec 31, 2024 | IP |
| MCML 264, 264A  D-5 | C | There is a rattling noise coming from the air ducts. Inspect the air ducts and see if the noise can be resolved without compromising the function of the air ducts. A request has been submitted. | LF | Dec 31, 2024 | IP |
| MCML 264C | C | The lightbulb in the desk lamp is no longer working. Replace the lightbulb in the lamp. This will be the responsibility of the LC to replace personal desk lamp. | AJ/LF | Nov 22, 2024 | C |
| MCML 270,278  D-6 | C | The air is very stagnant during the summer and it can get very hot. Install personal fans at each workstation and open the windows if possible. System has been inspected and no issues found. | AJ/LF | Nov 22, 2024 | C |
| MCML 318  D-11 | C | Heavy things on the top levels (above eye level) of shelves. Remove things that are no longer needed to make more available storage space, or move lighter things to higher spaces and heavier things to lower spaces. CM will look at the shelves and move things below eye levels. | IC | Nov 22, 2024 | C |
| MCML 318  D-2 | C | There is food left behind in the office and this could potentially attract pests.  Try not to leave food/food containers overnight in the office to reduce the amount of pests in the whole building. The area has been cleaned and maintained for some kind staff in LFS. Users have been told to report to LFS operations if issues are noticed. | IC/LF | Nov 22, 2024 | C |
| MCML 318, 366  D-3 | C | There are 4 lights out 318 and 1 light out in 366. Repair/replace lights. Request has been submitted. | LF | Nov 22, 2024 | C |
| MCML 333  D-11 | C | The mask on the top shelf can cause a falling object hazard. Secure the mask by nailing/anchoring it to the shelf. | AJ/LF | Dec 31, 2024 | IP |
| MCML 333  D-17 | C | User would like to remove carpet and if possible, install another outlet in the room. Huge cost will be incurred with both carpet removal and new outlet. | AJ/LF | Dec 31, 2024 | IP |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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| Recommended items to discuss at JOHSC/LST Meeting (November) **Safety Day Key Highlights**  Thank you to everyone who was able to attend Safety Day 2024! We hope you all enjoyed the event.  Key highlights from the speaker sessions are now available on the Safety Committees website. Please visit the [Safety Day page](https://safetycommittees.ubc.ca/safety-day-key-highlights/) to learn more. We hope this information sparks continued dialogue in your committees.  **Safety Day Feedback Survey**  A Safety Day feedback survey was sent out on October 23rd to everyone who registered for Safety Day. The survey will remain open till Monday, Nov 4th. Your responses provide valuable feedback on the aspects you enjoyed and ideas to improve future events. Three lucky winners will be chosen for completing the survey. A member of Safety & Risk Services will reach out to the winners directly for details on claiming your prize.  **CAIRS**  On Oct 14th 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, so if you have any additional questions or concerns, please do not hesitate to reach out to us at [ubc.cairs@ubc.ca](mailto:ubc.cairs@ubc.ca)  **Informational Items**  **Daylight Savings Ends**  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:   * Travel with colleagues or friends * Contact the [AMS Safewalk Program](https://www.ams.ubc.ca/support-services/student-services/safewalk/) (operates from 8pm-2am) * Contact [Campus Security](https://security.ubc.ca/home/our-services/safewalk/) to accompany you across campus after 2am * Know the location of [UBC Blue Phones](https://security.ubc.ca/home/safety-prevention-resources/emergency-blue-phones/) (download the [UBC Safe App](https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/) for quick access to this) * Use the [Translink Community Shuttle](https://planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/ubc-community-shuttle-routes) * Use main pathways and avoid short cuts * Report malfunctioning/burnt out lights to [Building Operation Service Centre](https://buildingoperations.ubc.ca/) * Dial **911** if you need emergency assistance   **December JOHSC meeting**  The end of the year is slowly approaching.  Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacation and the holiday season.  **JOHSC Training**  New dates have been released for JOHSC training. You can register for JOHSC training [here](https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco), and LST training [here](https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-lst).   |  |  | | --- | --- | | **JOHSC Training** | | | **Part 2a** | **Part 2b** | | November 19th  10:00am – 12:00pm | November 22nd  1:00pm – 3:00pm |  WorkSafeBC Inspection Reports (IR) There were 0 WorkSafeBC Inspection Reports received since the October co-chair email.  As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection reports and some discussion points to consider.  **Sustainability Tips**  As we get closer to the holiday seasons, please ensure to keep energy saving as your top priority. Please check the below link to find out what can be done in your space/lab.  <https://sustain.ubc.ca/resources/campus-guides/seasonal-shutdown> |

| 1. **ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Items from JOHSC / RMS or other? | | | | | |
| **Original Item #** | **Priority** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| **180** | **C** | A new item was added to re-open the discussion of a LFS Safety Coordinator. The main duties should include: to perform and follow up on safety inspections; to enforce safety rules; to host training sessions so they are consistently provided throughout the faculty; to review recurrent occurrence of deficiencies during inspections so as to target specific training during group meeting. Perhaps a joint position with Forestry. Faculty currently does not have the funding available for this position although it will make a lot of sense – AJ will present the proposal to LFS core team. | **AJ** | **Oct 31, 2024** | **IP** |
| **185** | **B** | Pest control – sample storage and clutter control; people are wondering what the protocol is if they saw catches; do they throw them in trash and reset the trap? Or they alert trouble calls so pest control keeps tab on the situation and escalate controls when needed? It is confirmed that trouble calls should be alerted for any catch in the trap and they’ll send people to come and inspect. Pest control service has been upgraded to high intensity to combat the continuing pest problems. MCML 214/218 went through seedlings and stored them properly with seal-tight totes – caught a mouse in a box and let loose in the field. Pest control will poison the Agora space as they cleared for the semester. Door sweeps will be installed in specific areas. Exterior inspection should focus on looking for holes outside the building to get them sealed over the summer. New caught still observed in MCML 118 and MCML 218. Continual effort is needed. Some new mice activities spotted in Dean’s office, on first floor and in MCML 302. The mice activity has significantly reduced for the last 2 months. This item can be closed. | **LF/IC** | **Nov 22, 2024** | **C** |
| **195** | **C** | **Safety and cross contamination in MCML 218 growth chamber, insect rearing space, sink area and MCML 214 lab space were discussed. Brainstorms ideas to mitigate risks and safety concerns. Need to know the study subject in the chambers and ensure pathogens being studied won’t affect others in other chambers. Provide lab coats, hair nets, foot dips, etc. to keep space as clean as possible. Door between MCML 214/218 also needs to be re-keyed. MCML 214 also needs to be re-keyed to separate from MCML 218. Paul, new plant hire, a virologist, may be interested in the growth chambers. TK requests to have the written document for agreement for Gurcharn to use growth chamber till end of 2025. This item will be discussed at the Core meeting so will be closed at the LST level.** | **IC/LF/AJ** | **Nov 22, 2024** | **C** |
| **197** | **C** | **Review field safety report and provide a summary. The program director should be approving the protocol instead of LST. Field work safety plan reminder should be sent out in January 2025.** | **LF** | **Oct 31, 2024** | **IP** |
| **200** | **C** | **LFSUS is pushing for undergraduate access to MCML building by UBC cards 24/7. This will be determined by the upper management and will be close at the LST level.** | **AJ** | **Nov 22, 2024** | **C** |
| **201** | **C** | **Old soil samples recycling. Will Jack’s green initiative (Green Waste Management through Biochar Production) be able to utilize these soil samples? Jack’s project is not suitable to deal with very moist soil samples and hence not suitable for soil recycling. Soil samples have been recycled at the Agronomy gardens.** | **LF/JE** | **Nov 22, 2024** | **C** |
| **202** | **C** | **A new item has been requested to capture all issues relating to MCML 214 transition to incoming PI.**   * **Door signage update** * **Chemical inventory update** * **Plant samples and pest controls** * **Personnel working in MCML 214, work duties and projects, supervisor in LFS** * **Type of hazards, health and safety controls, training records**   **A meeting is being set up with Gurcharn and his postdocs still in LFS to discuss about plans on sending samples to Alberta and vacating lab space.** | **AJ** | **Jan 31, 2025** | **IP** |

| 1. **NEW & OTHER BUSINESS** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Items from JOHSC / RMS or other? | | | | | |
| **Item #** | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date to be Completed** | **Status** |
| **203** | **C** | **Discuss whether Friday at 11 am will still work for all LST members. Many members were absent or have left so this will be revisited in the January LST meeting.** | **IC** | **Nov 30, 2024** | **N** |
| **204** | **C** | **Dec LST meeting will be cancelled due to final exam and holiday scheduling conflicts. This message will be delivered through email to all LST members.** | **IC** | **Nov 22, 2024** | **C** |
| **205** | **C** | **Loud beeping sound was observed in the main MCML 318 area near the electrical box. Submit a request to inspect.** | **AJ** | **Dec 31, 2024** | **N** |
| **206** | **C** | **MCML 120 got light bulbs replaced 2 months ago and left the burnt ones in the labs. In MCML 120A the light needs to be replaced and a panel was removed but no follow up has been seen. LF will submit a request.** | **LF** | **Dec 31, 2024** | **N** |
| **207** | **C** | **Mouse poops still observed in MCML 148/144 and a big clean up will be necessary. There needs to be an organized clean up with users that frequently use the space. A meet was scheduled on Nov 25 with all users of space to discuss about arrangement.** | **LF/JE** | **Dec 31, 2024** | **N** |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Jan 17, 2025 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 12:01 pm |

**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 Service