# 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:** | Oct 18, 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)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Inspections for August: None**  **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)** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| MCML 318D  D-10 | C | bookshelf is not secured; submit service request to get it secured. Need to check if the bookshelf is kept and if so, then secure it. AJ/LF will re-examine how to anchor as building ops require customer funded SR now for these. Lockers have been installed in the room now and the bookcase can be relocated elsewhere. The item will stay until the bookcase is relocated. Bookcase has been removed. | LF | Oct 18, 2024 | C |
| MCML 214/218  M-14 | B | Door signage does not reflect the hazard in the lab. Oxidizers and compressed gases are not used in the lab while biosafety level 1 materials are handled in the lab. IC recommends the lab to complete the application of biosafety permit prior to requesting the door signage update. Once complete, IC will assist the lab to submit the door signage update form to UBC SRS to get this updated. Sam will coordinate with the group to ensure no signs of biological activity in the lab. IC will send over the door signage update form for Sam to fill out and IC will assist in coordinating the signage update. SH’s contract ended in August 2024 and now in Forestry. This item will combined to #202 below and therefore will be closed. | IC/SH | Oct 18, 2024 | C |
| MCML 190D  D-8 | B | Voltage port cover is missing, cables are exposed. Wires are poking out from the wall and uncovered. Submit service request to attach Voltagel port cover as soon as possible. It’s a data port but not live, dead low voltage wire. Put a network port cover. AJ to follow up with Wayne from LC. WT has put on the new plate. | AJ | Oct 18, 2024 | C |
| MCML 144/148  M-16 | C | Shelves used for drying samples are not secured to wall. Submit service request to anchor shelves to wall and then anchor floating shelves to anchored shelves. Reorganization still in progress – wait until locations of shelves are final prior to securing them to wall. IC inspected the area and further reorganization was recommended due to tight spacing in the event of an emergency. The shelving has been moved to ensure the middle access area is available. Now the area is ready for anchor to wall. AJ/LF will zip tie the shelves together so they can’t fall. Shelves were zip tied together and should be quite stable. | AJ/LF | Oct 18, 2024 | C |
| MCML 320  M-19 | C | There is no site specific training binder in the lab. Follow up with PI to ensure site specific training is provided and records are kept in a binder or on TRMS. PI requests to postpone this task to next meeting when a technician is hired to conduct this. Field work safety plan should be reminded of the group to complete for each project in other sites. Risa hired a new technician that has completed a site specific training for their lab. | LF | Oct 18, 2024 | C |
| MCML 59  A-12 | C | There are sighting of bugs in the rice storage and it raises food safety concerns. Review rice stock quantity and storage practice (tight sealed container to avoid bugs) and carefully inspect items stored in the space prior to opening for business. The space is now supervised by a new faculty member Azita M-N and has since been inspected by a food inspector. The staff is working on implementing the recommendations provided. All foods have been discarded and new bins and fridge have been purchased. | AJ/Agora | Oct 18, 2024 | C |
| MCML 60  B-1 | C | 3 lights are out near the couch seating area. Submit a service request to get those replaced. | LF | Oct 18, 2024 | C |
| 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. | LF/Agora | Jul 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. | 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. | Agora | Aug 31, 2024 | IP |
| MCML 62  H-20 | C | Freezer in space has a lot of buildup of ice. Traces of mice activity are observed. Defrost freezer before use and subscribe to an active pest control program. Maintain a proper cleaning protocol and commit to it daily. An email has been sent to lfsus. The freezer has been defrosted. | AJ/Agora | Oct 18, 2024 | C |
| MCML 64  D-2 | C | Too many boxes are left on the floor, obstructing access to window for proper air flow in space. Organize boxes and place contents on available shelf space in proper orders. Minimize storage of boxes on the floor. An email has been sent to lfsus. The group has cleaned and organized the space. | LFSUS | Oct 18, 2024 | C |
| MCML 64  D-7 | C | Limited vents observed in the office space. Advise user of space to open windows or door for proper ventilation. An email has been sent to lfsus. | LFSUS | Oct 18, 2024 | C |
| 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 | Aug 31, 2024 | IP |
| MCML 66  D-2 | C | A knife found dirty and randomly left on the table. Food debris observed on tables and chairs, potentially attracting pests in space given space will remain vacant throughout summer. Ensure proper clean-out of space at the end of April each year. An email has been sent to lfsus. The group has cleaned and organized the space. | LFSUS | Oct 18, 2024 | C |
| MCML 66  D-3 | C | Burnt light over the couch area. Submit a service request to replace lights. | LF | Oct 18, 2024 | C |
| 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 | Aug 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. | IC/LF | Aug 31, 2024 | IP |
| MCML Exterior  C-15 | C | Entrance to MCML 101 is dirty, windows, external area, and internal area. Submit service request to sweep/clean/powerwash up the area | LF | Oct 18, 2024 | C |
| MCML Exterior  C-15 | C | Graffiti on Entrance to 167 (O1 – doorway). Submit service request to remove. | LF | Oct 18, 2024 | C |
| MCML Exterior  C-15 | C | Paint on an alcove near Entrance to 73A (door L1). Submit service request to clean/powerwash up the area | LF | Oct 18, 2024 | C |
| MCML Exterior  C-15 | C | Plant debris covering air intake around the main entrance (near Door P2) external wall of MCML 143 and 139). Submit service request to sweep/clean/powerwash up the area | LF | Oct 18, 2024 | C |
| MCML Exterior  C-12 | C | Loose bricks on the pergola outside the main entrance (north side of the farthest south pergola column). Loose cement window lintel has broken. Submit service request to have someone inspect and/or address the potential hazards. | LF | Oct 18, 2024 | C |
| MCML Exterior  C-6 | C | Entrance to MCML 45 (Door H) has a large crack in the cement threshold where rodents/pests can enter. Submit service request to have someone fix the threshold. | LF | Oct 18, 2024 | C |
| MCML Interior, Stairwell, Hallway  B-1 | C | Burnt out lights: Basement 62, 48 – 3 lights, F1 (halls) (175) 177, 116 – 1 lights F2 (halls) (207)231.229.225.254,262, – 7 lights, F3 (halls) (375) 308, 342, 360, 366 – 4 lights. Submit Service Request to replace burned out lights on all floors. | LF | Oct 18, 2024 | C |
| MCML Interior, Stairwell, Hallway  B-16 | C | Graffiti in or near rooms: 343, 277, 275, 58. Submit Service Request to remove graffiti. | LF | Oct 18, 2024 | C |
| MCML Interior, Stairwell, Hallway  B-7 | C | Burnt out lights: Stairwell near 101 and 201 very dirty. Submit Service Request to clean the space. | LF | Oct 18, 2024 | C |
| MCML Interior, Stairwell, Hallway  B-16 | C | Ceiling tiles out of place. Ceiling tiles have been removed and not put back in place, LF to submit request. | LF | Oct 18, 2024 | C |
| MCML 102  M-46 | C | Floor is dirty and needs to be swept. Submit a service request for the space to be cleaned. | LF | Oct 18, 2024 | C |
| MCML 112, 120, 136, 156B, 302, 308  M-23 | C | 4 lights burned out in 112;  2 lights out in 136A;  4 light bulbs out in 302;  2 lights out in 308, 2lights out in 308B, 2 lights out in 308A;  4 light bulbs out in 120;  2 lights out in 156B;  Submit service request to replace lights. | LF | Oct 18, 2024 | C |
| MCML 112  M-12 | C | Heavy items stored up high. Ask manager to move to a lower area or remove. An email has been sent to JE. | LF | Oct 18, 2024 | C |
| MCML 112  M-46 | C | Cloth chairs inside the lab that could be a potential issue since chemicals are used in the lab. Ask manager to remove and replace with chemical resistant chair. An email has been sent to JE. Cloth chairs have been removed an replaced. | JE | Oct 17, 2024 | C |
| MCML 130  M-10 | C | Some corridors are difficult to access with equipment on the floor that may be a tripping hazard. LF or IC to send message to Zoran Nesic about moving items and making the floor free of equipment. An email has been sent to AB/ZN. ZN has addressed the issues. | LF/IC/ZN | Oct 17, 2024 | C |
| MCML 136  M-18 | C | 136A –old equipment on counters and 136C – old equipment on counters. Suggest to go through old equipment and dispose/recycle anything not being used or obsolete. An email has been sent to AB/ZN. ZN has addressed the issues. | LF/ZN | Oct 17, 2024 | C |
| MCML 136  M-10 | C | Some aisles have equipment, totes, etc. blocking or being a tripping hazard. Suggest moving equipment, totes, etc. stored in aisles or put at the end of aisles if needed. An email has been sent to AB/ZN. ZN has addressed the issues. | LF/ZN | Oct 17, 2024 | C |
| MCML 302  M-16 | C | Heavy items placed up; high shelf not secured to wall in hallway. Ask users to move down, ask user to either remove shelf or secure to the wall. An email has been set to TK. TK has addressed the item. | LF | Oct 17, 2024 | C |
| MCML 302  M-10 | C | Some aisles are blocked off with equipment. Ask users to organize equipment, remove unused furniture/equipment not needed. An email has been set to TK. TK has addressed the item. | LF | Oct 17, 2024 | C |
| MCML 302  M-33 | C | Several containers unlabelled, spray bottles without workplace labels. Ask users to label containers with workplace labels, supply with workplace labels. An email has been set to TK. TK has addressed the item. | LF | Oct 17, 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 | 308A - Chemicals not segregated by hazard class, this is an ongoing task for the lab manager and LST. This is a current action on the MCML LST and is currently ongoing. This item will be tracked in the above item and this will therefore be close. | LF | Oct 17, 2024 | C |
| MCML 308  M-46 | C | Fabric chairs from lab (308, 308A, 308B). Remove fabric chairs from lab (308, 308A, 308B). | LF | Jun 30, 2025 | IP |
| 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-10 | C | 308 – items blocking aisles; Ask PI to remove. | LF | Oct 18, 2024 | C |
| 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 120  M-16 | C | Water distiller container is not secured to the wall, heavy equipment (sprayer) stored up high, shelf not secure to the wall. Install a removable strap or cord to secure the container to the wall, ask lab manager (JE) to address other issues. An email has been sent to JE. LF and JE have looked at the setup and will work on securing metal chains to anchor the reservoir. | JE | Oct 18, 2024 | C |
| MCML 120  M-33 | C | Some chemical containers are missing workplace labels on all containers (compliant with WHMIS 2015); proper workplace labels should be used. An email has been sent to JE. LF and JE identified one bottle with missing labels. | LF/JE | Oct 18, 2024 | C |
| MCML 220D  M-34 | C | There is a rolling cart of chemicals that could fall over and cause a major chemical spill. Relocate chemicals into the chemical storage room MCML 230D. Or dispose chemicals if they are no longer needed. IC will migrate the items on the rolling cart to the chemical room by end of September 2024. The cart is now empty. | IC | Oct 17, 2024 | C |
| MCML 220B  H-1 | C | Boxes on the cart can cause a falling object hazard during seismic activity.  Relocate the boxes to another area and contact the original owner of the boxes asking if the items can be disposed/relocated back to their possession. An email has been sent to YA. The boxes have been removed and cart returned to loading bay. | IC/YA | Oct 18, 2024 | C |
| MCML 220B  H-20 | C | There are live bugs in the storage room and could cause a pest problem.  Contact the person in charge of the project that used these bugs. Relocate the bugs to a more appropriate area or dispose of them properly. An email has been sent to YA. TA from the course has frozen the live bugs and disposed of them. | IC/YA | Oct 17, 2024 | C |
| 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 Oct 31, 2024. | IC | Oct 31, 2024 | IP |
| MCML 230  M-16 | C | The incubators are not secured to the table and could fall onto people during a seismic event. Secure the incubators to the table or move them to a lower space. These incubators are very heavy so should not fall easily. There is not much that can be done to secure these on open benchtop. | IC | Oct 18, 2024 | C |
| MCML 48F, 123, 124, 127, 133, 137, 179, 180C, 187, 190B, 193  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. | IC | Oct 17, 2024 | C |
| 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 | Sept 30, 2024 | IP |
| MCML 223, 229, 268A, 277A, 291, 321, 323, 327  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. | IC | Oct 17, 2024 | C |
| MCML 102C  D-11 | C | Heavy objects places on the higher parts of shelves can cause a falling objects hazard. Remove heavy objects from higher shelves and move them to lower shelves or other areas lower to the ground. An email has been sent to room occupants. | LF | Oct 17, 2024 | C |
| MCML 102C,248  D-17 | C | Ceiling tiles are loose. Replace or fix loose tiles. | LF | Oct 18, 2024 | C |
| MCML 135  D-2 | C | Clutters in the office could cause a tripping hazard. Declutter by getting rid of things that are no longer needed and utilizing shelf space more efficiently. An email has been sent to AB. | IC | Oct 17, 2024 | C |
| MCML 136D  D-4 | C | There are no blinds in the space. Submit a request to install blinds. | LF | Sept 30, 2024 | IP |
| MCML 136D  D-10 | C | Some cabinets are not secured to wall. Move cabinets to ground level or secure them to wall. An email has been sent to AB/ZN. | LF/AJ | Oct 17, 2024 | C |
| MCML 136D  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. An email has been sent to AB/ZN. | LF/AB | Oct 17, 2024 | C |
| MCML 136D  D-13 | C | There are too many boxes spread out all over the room. There is very little space left for people to work and is causing a tripping hazard. Clear out anything that is no longer needed to reduce the clutter on the floor. An email has been sent to AB/ZN. | LF/AB | Oct 17, 2024 | C |
| 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. | AJ/LF | Sept 30, 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 | Sept 30, 2024 | IP |
| MCML 148F  D-4 | C | There are no blinds in the space. Submit a request to install blinds. Users in the space did not feel the need for blinds since it never gets sunlight. This item can close. | LF | Oct 18, 2024 | C |
| MCML 148F  D-11 | C | There are some plants on higher spaces which could cause a falling object hazard. Move the plants to a lower space. An email has been sent to AL and LF. | IC/LF | Oct 17, 2024 | C |
| MCML 156, 237, 344J, 352  D-17 | C | There are ceiling tile(s) falling out of place. Repair or replace the ceiling tile. | LF | Oct 18, 2024 | C |
| MCML 156A  H-1 | C | There are boxes stacked more than 3 higher and general clutter around the storage room. Clear out anything that is no longer needed to make proper storage space for the things that are needed. An email has been sent to LL. | IC/LF | Oct 17, 2024 | C |
| MCML 156B  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. An email has been sent to LL. | IC/LF | Oct 17, 2024 | C |
| MCML 170, 180B, 185, 189, 190, 191, 231  D-3 | C | There are light(s) that are not working. Replace the light(s). | LF | Oct 18, 2024 | C |
| MCML 170, 185, 189, 231  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. An email has been sent to DH and office occupants. | IC | Oct 17, 2024 | C |
| MCML 170B  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. An email has been sent to DH. | IC | Oct 17, 2024 | C |
| MCML 170B  D-13 | C | Items on the ground are blocking the path of the exit. This could cause a tripping hazard in an emergency situation. Clear any items that are in the path of the nearest and most efficient exit. There should not be any protruding items that could trip people. An email has been sent to DH. | IC | Oct 17, 2024 | C |
| MCML 170C  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. An email has been sent to DH. | IC | Oct 17, 2024 | C |
| MCML 170C  D-17 | C | Part of the wall is disintegrating. Repair the wall. LF submitted a request to have the wall repaired. | LF | Oct 18, 2024 | C |
| MCML 180  D-9 | C | Black cart is blocking access to the electrical panel. Relocate the black cart and ensure other items won’t be placed in front of the electrical panel in the future. An email has been sent to KA. | IC | Oct 17, 2024 | C |
| MCML 180, 180D, 190, 190A  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. An email has been sent to KA. | IC | Oct 17, 2024 | C |
| MCML 180D  D-17 | C | There is leaking honey on the shelf and this will attract unwanted mice and pests. Remove the honey and ensure other edible items are placed in enclosed containers and clean up and the sticky residue and/or any crumbs on the shelves/floor. An email has been sent to KA. | IC | Oct 17, 2024 | C |
| MCML 180F  D-3 | C | There is a missing light cover. Install a light cover. | LF | Sept 30, 2024 | IP |
| 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. | LF | Sept 30, 2024 | IP |
| MCML 190  D-10 | C | Wooden bookshelf is not secured to the wall. Secure the bookshelf to the wall. | 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. | LF | Sept 30, 2024 | IP |
| MCML 190C  D-4 | C | The blinds are broken. There are no means of controlling light. Repair/replace the broken blinds. | LF | Sept 30, 2024 | IP |
| 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. | AJ/LF | Sept 30, 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 | Sept 30, 2024 | IP |
| MCML 208, 221, 227, 225, 254, 278A, 339, 366  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. An email has been sent to office occupants. | IC | Oct 17, 2024 | C |
| MCML 208  D-17 | C | There is a hanging metal door in the ceiling which could potentially fall. Secure the hanging metal door or remove it if possible. | AJ/LF | Oct 18, 2024 | C |
| MCML 208  D-17 | C | There have been sightings of mice activity. Install mice traps. | AJ/LF | Oct 18, 2024 | C |
| MCML 208B, 237  D-3 | C | There are two lights that are not functioning. Replace the two lights with functioning bulbs. | LF | Oct 18, 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 | 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 | Sept 30, 2024 | IP |
| MCML 235  D-6 | C | User complains about cold temperatures during the winter time. Install a space heater, keep windows open as little as possible during the winter time. An email has been sent to JP. | AJ/LF | Oct 17, 2024 | C |
| MCML 235  D-5 | C | Alarm going off for too long during the after hours of the building. Send a request to shorten the alarm to around 1 minute instead of 15 minutes. This is not possible to shorten the warning. The alarm can be disabled by entering personal alarm code to stop beeping; user will have to enable the alarm upon exiting. An email has been sent to JP. Unfortunately, the warning alarm cannot be stopped but can be “cancelled” for a short stretch. | AJ/LF | Oct 17, 2024 | C |
| 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. | AJ/LF | Sept 30, 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 | Sept 30, 2024 | IP |
| MCML 248B  D-3 | C | There are no blinds to control the amount of light entering the room. Install blinds | AJ/LF | Sept 30, 2024 | IP |
| MCML 248B,C, 278  D-17 | C | There are loose ceiling tiles and could cause a falling object hazard. Repair or replace the loose ceiling tiles. | AJ/LF | Oct 18, 2024 | C |
| MCML 248C  D-2 | C | There is general clutter and could pose as a tripping hazard and falling object hazard. Clear out anything that is no longer needed to reduce the clutter and to make storage space for the current things that are in use. An email has been sent to BH. | IC/LF | Oct 17, 2024 | C |
| MCML 254  D-10 | C | The cabinets are not attached to the wall. Attach the cabinet to the wall with anchors/hooks. | AJ/LF | Sept 30, 2024 | IP |
| MCML 264, 264A  D-2 | C | There is a small table holding a Mac computer and could pose as a tripping hazard. Put the Mac in a more stable place with less foot traffic and also relocate the table. In general remove any furniture that is not needed in the space to relieve the clutter. An email has been sent to ES and WT. | IC/LF | Oct 17, 2024 | C |
| 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. | LF | Sept 30, 2024 | IP |
| MCML 264C | C | The lightbulb in the desk lamp is no longer working. Replace the lightbulb in the lamp. | AJ/LF | Sept 30, 2024 | IP |
| 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. | AJ/LF | Sept 30, 2024 | IP |
| MCML 278A  D-2 | C | There is a lot of clutter on the ground and could pose as a tripping hazard, especially in emergency situations. Remove clutter from the floor, clear out anything that is not needed on shelves to make more available storage space on shelves rather than storing things on the ground. An email has been sent to KL. | IC/LF | Oct 17, 2024 | C |
| MCML 302  D-2 | C | There is quite a lot of clutter on shelves and the ground and this could potentially pose as a tripping or falling object hazard. Clear out the clutter, get rid of unwanted items to make storage space for the things needed. Take out the trash periodically. An email has been set to TK. | IC/LF | Oct 17, 2024 | C |
| MCML 302, 329, 248  D-4 | C | There are no blinds in the lab. Install blinds. | LF | Sept 30, 2024 | IP |
| 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. | IC | Sept 30, 2024 | IP |
| 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. | IC/LF | Sept 30, 2024 | IP |
| MCML 318, 366  D-3 | C | There are 4 lights out 318 and 1 light out in 366. Repair/replace lights. | LF | Sept 30, 2024 | IP |
| 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 | Sept 30, 2024 | IP |
| MCML 333  D-17 | C | User would like to remove carpet and if possible, install another outlet in the room. | AJ/LF | Sept 30, 2024 | IP |
| MCML 339  D-2 | C | There is some clutter around the space and could potentially cause a tripping or falling object hazard. Get rid of things that are no longer needed to make proper storage space for the items that are needed. An email has been sent to RB. | IC/LF | Oct 17, 2024 | C |
| MCML 344E,F  D-6 | C | Users have complaints being cold in winter and hot in summer. Install a personal heater/close window when cold and install a personal fan/open window when hot. An email has been sent to CK. | IC/LF | Oct 17, 2024 | C |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
| --- |
|  |
| Recommended items to discuss at JOHSC/LST Meeting (October) **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.  For off-campus locations, please reach out to Dustin Szeto at [dustin.szeto@ubc.ca](mailto:dustin.szeto@ubc.ca) to complete a first aid assessment.  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](mailto:dustin.szeto@ubc.ca) by October 25th, 2024.  For more information on first aid requirements, visit the WorkSafeBC [First Aid Requirements page](https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements).  **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).  The [Communicable Disease Prevention Framework](https://srs.ubc.ca/health-safety/safety-programs/communicable-disease-prevention-framework/)is not meant to replace existing customized workplace exposure control plans.  (For more information, please refer to [5.2](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-05-chemical-and-biological-substances) and [6.33 to 6.40](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-06-substance-specific-requirements) of the Occupational Health & Safety Regulation).  **Get Ready to Shakeout**  On October 17, 2024, practice how to DROP, COVER and HOLD ON at 10:17 a.m. during the annual [Great BC ShakeOut](https://www.shakeoutbc.ca/). The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops.  **Informational Items**  **Safety Day**  We are looking forward to seeing everyone who registered for Safety Day on Wednesday, October 16th. Please remember that registration will only open at 8:00am so we kindly ask that you do not arrive earlier than that as we will be busy setting up the space.  **National Day for Truth and Reconciliation 2024**  September 30th is a day of awareness of the individual, family, and community intergenerational impacts of Indian Residential Schools. Orange Shirt Day is a legacy of the St. Joseph Mission residential school commemoration event held in Williams Lake, BC in 2013, and grew out of [Phyllis’ story](https://orangeshirtday.org/phyllis-story/) when she had her new orange shirt taken away on her first day of residential school at the Mission.  On September 30th, the Faculty of Applied Science and Land and Food Systems are leading an [intergenerational march](https://apsc.ubc.ca/event/2024/2024-intergenerational-march-to-commemorate-orange-shirt-day) to commemorate Orange Shirt Day at the Indian Residential School History and Dialogue Centre. Members of the UBC community, families and those in solidarity are welcome to participate.  **New Course on Occupational Hygiene**  The School of Population and Public Health is excited to announce the launch of a new CPE course, "[Principles of Occupational Hygiene](https://extendedlearning.ubc.ca/courses/principles-occupational-hygiene/0423)," starting October 23rd. This online course is designed for both newcomers and experienced professionals in the field of workplace health and safety.  Key Details:   * Format: Online * Duration: 8 weeks * Cost: $1,750 with a $250 discount available * UBC tuition waiver-eligible   Join an information session on Wednesday, October 2, from 12 to 1 pm to learn more about this learning opportunity. More information is [here](https://extendedlearning.ubc.ca/courses/principles-occupational-hygiene-information-session/0435).  **JOHSC and LST Training**  New dates have been released for JOHSC and LST 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** | | **LST Training** | | | **Part 2a** | **Part 2b** | **Part 2a** | **Part 2b** | | November 19th  10:00am – 12:00pm | November 22nd  1:00pm – 3:00pm | October 28th  9:30am – 11:00am | October 30th  1:00pm – 2:30pm | |  |  |  |  |  WorkSafeBC Inspection Reports (IR) There were 4 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**  If you use a lot of pipette tips for your research and do not use them with hazardous materials, there is a recycling program you may consider.  See ThermoFisher flyer or check out the [link](https://s642.t.en25.com/e/er?cid=lpd_lpe_lhs_r02_co_cp1475_pjt8283_em5112782_0em_elo_mp_lgn_at_s00_BB-EM5112782-2&wt.mc_id=lpd_lpe_lhs_r02_co_cp1475_pjt8283_em5112782_0em_elo_mp_lgn_at_s00_BB-EM5112782-2&s=642&lid=27001&elqTrackId=37a61ab3001a4fbd9cbb39a4beaf6635&elq=8dfae96bb0c84062b386394af5254d1c&elqaid=16132&elqat=1&elqak=8AF5E5C3804E76583A0947EA706E06C62036D46A4CBD1C768FC5F1DD0E92D8F0EB0E) |

| 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** |
| **159** | **C** | **MCML 214/218 Brar Lab. Space was undergoing renovation at the time of visit so no inspection was performed. It is recommended that a visit be scheduled with SRS to complete the inspection once lab is set up. SH confirmed that the space is ready for this. AJ will contact SRS to arrange. This item will be captured in #202 and will now be closed.** | **SH/AJ** | **Oct 18, 2024** | **C** |
| **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. | **LF/IC** | **Oct 31, 2024** | **IP** |
| **192** | **C** | Import permit protocol. JE has drafted a SOP for review. TK discussed that his tissue culture plants did not need to do lab inspection when vital sanitary form was included; CFIA personal account was linked to UBC specific login to submit import permit; the process initiated by sending requests to SRS for internal lab inspection to determine if CFIA inspection was required; after inspection, import permit will be processed; timeline is roughly 4 – 8 weeks; please ensure to notify custom broker of the package coming into the office (brokerage office/import company/ubc finance), check what’s needed at custom to clear the package into Canada and tell shipper who the custom agents are and what documents to provide, to prevent delays at customs. Once review, the import permit process will be provided on the intranet as future reference. IC has reviewed the document and added additional details. Some questions remain unclear and hopefully JE can provide some answers. JE has provided more information and the SOP has been finalized. The SOP will be made available on the intranet. | **IC** | **Oct 17, 2024** | **C** |
| **193** | **C** | There is a suggestion to get a general idea of work conducted in MCML 214, who is responsible, type of hazards, health and safety control, etc. Send an email to SH, Meng and Merhdad. SH should be overseeing but LFS PI is assigned to JT. This item will be captured in #202 and therefore will be closed here. | **IC/SH** | **Oct 18, 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.** | **IC/LF/AJ** | **Nov 30, 2024** | **IP** |
| **197** | **C** | **Review field safety report and provide a summary.** | **LF** | **Oct 31, 2024** | **IP** |
| **199** | **C** | **Someone has reached out for Pet policy in Agora specifically. There is one for the building. Food is being served and during work hours at Agora this needs to be specially applied for. Users can email** [**lfs.facilities@ubc.ca**](mailto:lfs.facilities@ubc.ca) **for more information.** | **AJ** | **Oct 18, 2024** | **C** |
| **200** | **C** | **LFSUS is pushing for undergraduate access to MCML building by UBC cards 24/7.** | **AJ** | **Oct 31, 2024** | **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** |
| **201** | **C** | **Old soil samples recycling. Will Jack’s green initiative (Green Waste Management through Biochar Production) be able to utilize these soil samples?** | **LF/JE** | **Nov 30, 2024** | **N** |
| **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** | **AJ** | **Nov 30, 2024** | **N** |
| **203** |  |  |  |  |  |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Nov 22, 2024 |
| Time: | 11:00 AM |
| Location | Remotely via Zoom or MCML 139 |

| 1. **MEETING ADJOURNED** | |
| --- | --- |
| Time: | 12:10 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