APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Faculty of Applied Science	**Worker Co-Chair:**	Jennifer Pelletier, MECH
		Employer Co-Chair:	Marlene Chow, CHBE
Date:	Wednesday, August 10, 2022	**Time:**	09:00 - 10:30
		Location:	Hybrid - CEME 2202 & Zoom Meeting

AGENDA:

1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   - Monthly Incident List & Statistical Summary Report
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. Review Education and Training
8. Ongoing Business – Status of Action Items
9. JOHSC Recommendation Letters (Correspondence)
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	☑	☐	☐
Carmen Jensen (A)	FAC	MINE	☐	☐	☐
Erin Hagen	CUPE 116	CHBE	☑	☐	☐
Gable Yeung (A)	NUT	ICICS	☑	☐	☐
Gary Lockhart (A)	AAPS	BRIM	☐	☑	☐
Heli Eunike (A)	CUPE 116	MTRL	☐	☐	☐
Jennifer Pelletier	AAPS	MECH	☑	☐	☐
Jill Mahy	FAC	NURS	☐	☑	☐

Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	☐	☑	☐
Matthew Kutarna	AAPS	ECE	☐	☐	☑
Monica Clarkson	CUPE2950	MECH	☑	☐	☐
Robert Geyer	AAPS	SALA	☑	☐	☐
Ross Sheppard (A)	AAPS	ECE	☐	☐	☐
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	☐	☐	☐
Scott Jackson	AAPS	CIVIL	☐	☑	☐
Shayan Fahimi (A)	GRA	BRIM	☐	☐	☐
Employer Representatives		**Work Location**	**Present**	**Regrets**	**Absent**
Ailish Statham	AAPS	APSC Dean's Office	☑	☐	☐
Jody Swift (A)	AAPS	APSC Dean's Office	☐	☑	☐
Marlene Chow	AAPS	CHBE	☑	☐	☐
Resources/ Guests		**Work Location**	**Present**	**Regrets**	**Absent**
Laura Thomsen		APSC Dean's Office	☑	☐	☐
Richard Colwell		APSC Dean's Office	☑	☐	☐
Rich Wambolt		SRS	☑	☐	☐
*Note: Alternates are indicated by (A)					

2. DETERMINATION OF QUORUM

a. A minimum of 4 members;
b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
c. At least half of the members must be worker representatives;

Is there a quorum for this meeting? ** If a quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*	Yes ☑	No ☐

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: Monica Clarkson Seconded by: Jen Pelletier

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- List amendments to minutes _____ _____

	Yes	No
Are the minutes approved?	☑	☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

	Yes	No
Approved by Erin Hagen/ Seconded by Monica Clarkson	☑	☐

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

- 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 the 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
			Updates on reports discussed at the last JOHSC meeting:			
			BRIM			
129361	C	2022-05-18	**Title:** Back pain after lifting box **Description:** Technician was moving a few boxes (around 7 kg each) using a cart from Brimacombe to main level NCE building storage area onto selves. After the task, felt mild back pain and mentioned it to a colleague casually. Technician followed up with medical treatment and returned to work. 1 day of time loss. GL to add "Follow Up/corrective actions to the report"	GL (BRIM)	2022-09-14	IP
			CIVIL			
129424	C	2022-06-03	Student volunteer pinched their finger with a drill while removing bolt on an I-beam. Student instructed on the	SJ (CIVIL)		C

			correct way to hold the drill. LST recommended that a right-angle drill may have prevented this incident and the use of gloves while holding a power tool not recommended. Report updated to include comment. Completed			
			MTRL			
128971 (128962)	C	2022-03-07	**Title:** Finger hurt. **Location:** Forward Building (MTRL) - Room 119 **What happened:** Student was trying to put sample into stainless steel bag for heat treatment experiment. Edge of steel bag is sharp and student cut finger. Student put band aid on and then reported incident. **Root cause:** Inappropriate equipment used for task **Action and Resolutions:** Removed and stopped use of stainless bags for heat treatment. RC to follow up *Question: Did the worker call UBC First Aid? A: unknown. HE to follow up.*	HE (MTRL)	2022-09-14	IP
			MECH			
129359 (129357)	C	022-05-26	**Title:** Cloth Caught by Rotating Shaft **What happened:** Two student workers were carrying out an experiment, which involved a disk driven by a rotating shaft. A piece of cloth was hung too close to the rotating shaft. Guarding was inadequate and the cloth came into contact with the rotating shaft and wrapped around it. The rotating cloth struck some equipment in the vicinity causing nearby equipment to hit the floor. The student was not able to access e-stop as it was in the plane of the rotating cloth. The student stopped the apparatus by using the computer control instead. In addition, housekeeping	MC (MECH)		C

			issues, including tripping hazards, blocked the pathway to the e-stop and exit. **Actions and Resolutions:** (1) Extend current guarding to cover the exposed portion of the shaft. Ensure that existing guarding is secured in place prior to operation of equipment. (2) Procedures need to include a statement that the rotating shaft must be completely guarded, and no loose equipment should be in the plane of the rotating disk. (3) Training needs to be reviewed with supervisors. (4) Risk assessment on experiment needs to be completed. (5) Housekeeping needs to be improved by removing tripping hazard and tidying loose electrical cords, etc. (6) E-stop needs to be re-positioned so it is accessible to the operator and not in the plane of the rotating disk. (7) Check to see if the annual safety inspection was completed and if the class 4 laser was inspected. (8) Contact SRS to check if the Laser is registered and referenced with the correct serial number. (9) Full Inspection of laser equipment must be done before work continues, including to check if proper eye protection was worn and is available for workers. (10) Mech admin to check if all Mech/UBC HR/SRS required training documents were completed and submitted by workers. **LST comments:** Corrective action items 2, 5, 7, 8, 9 and 10 have been completed. The remaining items are in progress. Laser inspection was completed on Wednesday, SRS had some suggestions for the experimental setup. The student worker is currently working on completing the final tasks. *Update – Aug 10:* All items have been completed.			
			New Reports for August meeting:			

			ECE			
129657	C	2022-07-14	**Title:** Beverages in chemical storage fridge **What happened:** Safety and Facility manager was checking the chemical storage fridge to verify chemical information for disposal and noticed 3 disposable water bottles (full, unopened) being stored alongside the chemicals. As an action item, Safety and Facility manager removed the bottles and disposed them. **Root cause:** Chemical storage procedures not followed. **Corrective actions:** As an action item, Safety and Facility manager removed the bottles and disposed them. C. **LST Comments:** Incident discussed at LST meeting, staff members reminded to not store food in lab fridges. Signage about this already on fridge.	MK (ECE)		C
			MTRL			
129715 *(129714)*	C	2022-08-03	**Title:** Small cut from 3D printer **What happened:** Worker was removing a 3D printed part that separated abruptly resulting in hitting their lip by accident. **Root cause:** Involuntary action **Corrective actions:** Install a flexible build plate to ease part removal. This is an off the shelf commercial product designed specifically for this purpose.	HE (MTRL)		C
			MECH			
129635 *(129631)*	C	2022-07-15	**Title:** Small cut **What happened:** Student worker was using a spatula to remove a printed part from the 3D printer located in the Mech MakerSpace. Worker had placed their hand in the plane of the spatula and lost control and cut their palm.	MC (MECH)		C

			UBC First Aid was called and attended to the worker within minutes. **Actions and Resolutions:** The proper tool was being used. Worker was rushing and not following procedures. (1) Provide standard operating procedures on how to remover a mold from the 3D printer. **LST comments:** All corrective actions have been completed.			
			NURS			
129640 (129642)	C	2022-07-16	**Title:** Covid 19 exposure **What happened:** Student was assigned a patient on contact precautions. Informed by MRP at 0930 that patient tested positive for covid-19. Student had been wearing medical mask/eye shield for previous patient interactions. All subsequent interactions, student wore N95 mask. **Root cause:** Improper communication from ER to ward for adequate precautions. **Actions and Resolutions:** Student updated infection control risk in kardex and changed precaution signs. Student's primary nurse to update infection control precautions in PCIS. Writer and student will complete PSLS.	JM (NURS)		C

6. 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 the discussion and new recommendation(s)

		Previous inspections with follow-up items:			
		BPI			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
GI-BPI-2021/06/09-01	C	Inspection/Review Date: May 11, 2021 Building/Area Plan: BPI building JOHSC Action Required? No Comments/Concerns: Floor budge and stairs tiles tripping hazard. To be repaired and replaced, no schedule yet. In progress	GS (BPI)	2022-09-14	IP
GI-BPI-21/09/08-01	C	☒ JOHSC Action Required? No Inspection Date: August 27, 2021 Location: BPI building, all labs Notable Issues: Annual chemical inventory has been started, but not completed yet. Work is ongoing ☒ JOHSC Action Required? No Inspection Date: August 27, 2021 Location: 308 Notable Issues: Several new equipment does not have written SOPs, expected completion date end of November.	GS (BPI)	2022-09-14	IP
		BRIM			
GI-BRIM-21/10/13-01	C	JOHSC Action: none Date: 08/09/21 Location: 241-244 (PHAS) Significant Issues: New lab safety program orientation: 1. Update hazard diamond and post emergency lab contact information 2. Post annual chemical inventory 3. Post MSDS web-link 4. Assemble lab safety training records in central location 5. Identify processes that require written SOPs' 6. 6Record lab-oriented training 7. Provide firewall separating O2 and H2 compressed gas cylinders 8. Remount shelving so safety lips point outwards 9. Ensure monthly inspection checklist is completed	GL (BRIM)	2022-09-14	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Update: 1) SR#92274 for the Metal Shop to fabricate and install a sandwich panel for fire separation, and 2) SR#93026 for the Carpenters to remount the shelving - BO to complete.			
GI-BRIM-2022/02/09-01	C	☒ Date: 10/12/21 Location: 04 (Chemistry)(MTRLS/ECE) Significant Issues: 1. Lab does not have an eyewash station. 2. Particulate dust from ventilation duct deposits onto equipment below – ongoing concern not being addressed by Building Operations. JOHSC comment: SRS can do an IAQ assessment if desired. ☒ Date: 07/01/22 Location: 169 (ECE) Significant Issues: 1. Annual testing of emergency shower by BO has lapsed. 2. Update emergency contact information. 3. Post current chemical inventory JOHSC Action: None	GL (BRIM)	2022-09-14	IP
		CHBE, CERC, & BRIC			
GI-CHBE-2022/06/08-01	C	CHBE, CERC, & BRIC: ☒ Inspection Date: May 6th, 2022 Location: PPC HHL Comments: Syngas Cleanup System Inspection - A few hazards were identified in the inspection: Sensors need to be tested and recalibrated every 6 months. Training needs to be thoroughly documented. Start-up and shut down checklists should be made and completed each run High Concern? High Temperature, high Pressure, tied into large gasifier unit, toxic and combustible gases (IP). ☒ Inspection Date: June 7th – June 9th Location: CHBE/CERC	EH (CHBE)	2022-09-14	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Comments: Fume Hood Testing - SRS Fume Hood Testing happening this week – any that do not pass will be locked out until they can be retested (and pass). High Concern? Tidiness. Out of date SDS's and chemical inventories *Update July 13: Approved to start work!* *Update August 10: have been retested and one has now passed.* *The other two do not meet WSBC regulations and have service requests in to have them repaired.*			
GI-CERC/CHBE-2022-07-13-01	C	☒ Inspection Date: June/July, 2022 Location: CHBE/CERC Comments: Being conducted by Erin Hagen, Marlene Chow, and corresponding supervisors. High Concern? Common themes thus far: Tidiness, and Out of date SDS's and chemical inventories	ER (CHBE)		C
		CIVIL			
GI-CIVIL-2022/07-17-01	C	☒ Inspection Date: 2022-06-21 Location: EERF all rooms Issues: Office cluttered 302, equipment maintenance/inspect logs, exterior vegetation overgrown, bird waste mess ☒ Inspection Date: 2022-06-22 Location: RH-STR 100 + all adjoining rooms Issues: Missing equipment maintenance logs, extension ladder cord missing, forklift annual inspection due ☒ Inspection Date: 2022-06-22 Location: SRC whole facility Issues: Clutter/obstructions, cleaning, no smoking+ SDS signage ☒ Inspection Date: 2022-07-06 Location: CEME 2nd floor offices + mtg rooms	SJ (CIVIL)	2022-09-14	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Issues: A/V ducting repair 2010, seismic shelf storage 2010, water fountain reactivation, floor tile damage 2215 ✓ Inspection Date: 2022-06-08 Location: CEME-ENV 1301,1302,1304,1306 Issues: Seismic materials storage, ventilation poor 1306, fume hood re-certification ✓ Inspection Date: 2022-06-09 Location: CEME-MAT 1012 + adjoining rooms Issues: Seismic restrain/materials storage, spill kit signage ✓ Inspection Date: 2022-06-09 Location: RH-GEO 130, 136 + adjoining rooms Issues: Many lights out in room 136 ✓ Inspection Date: 2022-06-08 Location: CEME-CWL 1001, 1006, 1008, 1010 Issues: Seismic edge guards for shelving in 1010 ✓ Inspection Date: 2022-06-08 Location: RH-HYD 138,139, 147,148, 149 Issues: Exposed lead in 139, electrical panel obstruction ✓ Inspection Date: 2022-06-23 Location: CEME-SSA 1003,1005,1007,1201 Issues: Emergency signage (contacts 1005, procedures 1201), potential AC obstruction in M107 ✓ Inspection Date: 2022-06-20 Location: RH-SHP 124, 125, 146 + adjoining rms Issues: Electrical plug in 144, some piping not labelled,			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		✓ Inspection Date: 2022-06-08 Location: MCM rooms 80, 90, 94 Issues: Poor air quality (waste water research), no emergency showers in 90 + 94, fume hoods need certification ✓ Inspection Date: 2022-06-29 Location: RH common areas Issues: Obstructions impeding ext. walkway, ext. signage/shrubs **JOHSC Question:** Are there any guidelines on reporting landscaping issues? RW (SRS) to follow up with FM regarding Outdoor landscaping. ✓ Inspection Date: 2022-06-29 Location: CEME common areas Issues: Exterior bushes obstruction + hiding space			
		MECH			
GI-MECH-20/02/26-03	C	KAIS 1230 - Concerns: • Old X-Y Table, electrical upgrades are in progress and the FSR inspection is to be scheduled before lab activity starts in September. • New X-Y Table, electrical upgrades are in progress and the FSR inspection is to be scheduled before lab activity starts. • Please provide standard operating procedures for both XY Tables. LST Comments: *FSR inspection and review of standard operating procedures for XY Tables will be tabled until September.* Update Jan 12: In Progress. Discussion ongoing about who is responsible for the equipment. With Jen Pelletier (MECH).	MC (MECH		RF
GI-MECH-20/09/09-01	C	20/08/07 - RH 123G: • Electrical equipment needs to be inspected by FSR	MC (MECH)		RF

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		LST Comments: All action immediate action items have been completed. CSA approval inspection will be tabled until a field safety representative can visit the site. Feb 10/21: CSA approval inspection tabled until FSR can visit site. Will follow up with the PI for next inspection date (TBD). *Update June 09/21 - In progress - inspection planned for July 2021* *Update Nov 10/21 –: In progress. Follow up date: November 30, 2021*			
GI-MECH-2022-07-13-01	C	✓ Inspection Date: 22/06/07 Location: CEME 2054 Notable Issues: No concerns ✓ Inspection Date: 22/06/07 Location: CEME 2210 Notable Issues: No concerns ✓ Inspection Date: 22/06/22 Location: CEME 2205 Notable Issues: Plexiglass partition (used as COVID barrier) located near the main door may be blocking egress. LST Comments: The plexiglass barrier has been removed and egress is no longer being blocked. All action items have been completed. ✓ Inspection Date: 22/06/16 Location: KAIS 1180, Maker Space Notable Issues: 1. PPE is not inspected regularly. Please add to monthly inspection checklist. 2. Inspection log not up-to-date. Please add to monthly inspection checklist. LST Comments: All action items have been completed. ✓ Inspection Date: 22/06/16 Location: KAIS 1180, Reconfigurable Lab Space	MC (MECH)		C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Notable Issues: Chemical inventory recently updated. LST Comments: All action items have been completed. ✓ Inspection Date: 22/06/16 Location: KAIS 1160 Notable Issues: No concerns ✓ Inspection Date: 22/06/30 Location: ICICS X060 Notable Issues: No concerns ✓ Inspection Date: 22/06/30 Location: RH123 Notable Issues: No concerns ✓ Inspection Date: 22/07/05 Location: ICICS X039 Notable Issues: Tripping hazard. LST Comments: All action items have been completed. ✓ Inspection Date: 22/07/05 Location: ICICS X051 Notable Issues: No concerns ✓ Inspection Date: 22/07/05 Location: CEME 2208 Notable Issues: No concerns ✓ Inspection Date: 22/07/05 Location: CEME 2203 Notable Issues: No concerns ✓ Inspection Date: 22/07/05 Location: CEME 2204			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Notable Issues: No concerns			
		New Inspections Reported			
		CHBE, CERC, & BRIC			
GI-CHBE & CERC-2022/08/10-01	C	☒ Date: 6/17/2022 Location: CERC 273 & CHBE 506 Notable Issues: A lot of confusion around whether there are radiation hazards present in the lab (dosimetry program in place, signage in lab but not on door, no permits in the lab, no radiation hazard training). PPE was not worn in the lab. Storing hazardous waste in inappropriate containers in fume hood. Electrical cords hanging into the tap Rectified? IP ☒ Date: 6/24/2022 Location: CHBE 522 Notable Issues: Top shelf has no lip AND heavy metal objects stored there Biosafety permits were not posted in the space Rectified? IP ☒ Date: 7/21/2022 Location: CERC 272 Notable Issues: No spill kit in the lab. Chemical inventory and corresponding SDS are not up to date. Chemicals stored in inappropriate containers Rectified? IP ☒ Date: 7/29/2022 Location: CERC 149, CHBE 602 & CHBE 618 Notable Issues: High voltage line making noise since power outage. A "locked out" fume hood was being used, despite "Do Not Use" signage Rectified? IP ☒ Date: 8/4/2022 Location: CERC 276, CHBE 534 & CHBE 542	EH (CHBE)	2022-09-14	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Notable Issues: Positive pressure instead of negative pressure. A couple of the fume hoods do not alarm when airflow is insufficient Rectified? IP ✓ Date: 5/19/2022 Location: CHBE 628 & CHBE 632 Notable Issues: Fume hood had not been certified in the last year (testing was a couple weeks late this year). Biosafety Permits were out of date (turns out they were renewed, but the new ones had not been posted) Rectified? Y (C) ✓ Date: 6/8/2022 Location: CHBE 518 & CHBE 536 Notable Issues: Shelves need a railing/lip and heavy items should be removed from higher shelves No appropriate step stool/ladder for reaching higher up items Unlabeled containers of solvents stored on floor Rectified? Y (C) ✓ Date: 6/15/2022 Location: CHBE 532 Notable Issues: A lab coat rack was in front of the panel and fire extinguisher Safety data sheets were there, just not up to date within 3 years Rectified? Y (C) ✓ Date: 6/23/2022 Location: CHBE 606 Notable Issues: No concerns Rectified? Y (C) (N/A) ✓ Date: 6/23/2022 Location: CERC Test Engine Cells			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		Notable Issues: Safety data sheets out of date and not organized. Emergency exit signage lights were out. Emergency shower had not been tested in the past year Rectified? Y (C) ✓ Date: 8/3/2022 Location: CERC 271 Notable Issues: No concerns Rectified? Y (C) (N/A)			
		MECH			
GI-MECH-2022/08/10-01	C	☒ Inspection Date: July 2022 Location: HHL, CEME 1059, KAIS 1190, KAIS 1146, RH 122, RH 121 & 121A, CEME 1053, CEME 1054, KAIS 1220A, KAIS 1220B, KAIS 1210, KAIS 1230, RH 102, RH 110, Mech 5 Van. Notable Issues - Items to note*: -Minor items such as signage, checklists found to be out-of-date. -Working alone procedures must be updated to include low risk activities, such as working from home. -Inspection and maintenance logs are not up-to-date. -User manual/SOP for some equipment was misplaced. -Minor housekeeping issues were corrected during the inspection. -Chemical inventory and SDS was found out-of- date. LST Comments: All items are in progress. We have given PIs 2 weeks to complete the corrective actions and provide a response. We will update the APSC JOHSC for any outstanding items. ☒ Inspection Date: 22/07/08 Location: CEME 1059 Notable Issues - Items to note*: -User manual/SOP not available. -Spindle project failed to meet electrical inspection.	MC (MECH)	2022-09-14	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		-Guarding is inadequate for spindle project. Must be provided as soon as possible. LST Comments: In progress. ☒ Inspection Date: 22/07/12 Location: KAIS 1146 Notable Issues - Items to note*: -Class D fire extinguisher expired. Inspection and servicing has already been completed. -Warning signage for physical hazards missing from equipment. Please post appropriate signage/stickers. -Earthquake hazard present. Bookshelf needs to be secured to the wall. LST Comments: In progress. ☒ Inspection Date: 22/07/19 Location: KAIS 1220B Notable Issues - Items to note*: -Housekeeping issues present in KAIS 1220B. -Obstructions present due to housekeeping issues. Please clean up the walking pathways. LST Comments: In progress. ☒ Inspection Date: 22/07/19 & 22/07/26 Location: KAIS 1230 Notable Issues - Items to note*: -User manual/SOP missing for the equipment listed below. o Blue XY Table o Green XY Table o Old XY Table o High Speed Ball Screw o Hydraulics Cylinder -Pinch point stickers are not posted on all equipment.			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		-Guarding is missing for High Speed Ball Screw and Hydraulic Cylinder. Please provide guarding as soon as possible. -CSA approval missing for the equipment listed below. ○ Blue XY Table ○ Green XY Table ○ Old XY Table ○ High Speed Ball Screw ○ Hydraulics Cylinder LST Comments: In progress. Course lab manuals provided. LST/JOHSC to determine if lab manuals are adequate instead of having a SOP. Electrical Inspection is scheduled for August 15th ☒ Inspection Date: 22/07/21 Location: MECH 5 Van Notable Issues - Items to note*: -Maintenance logs are not present. Facilities is working with SRS to check what type of records should be kept by users. -Pre-use inspection logs are not present. Facilities is working with SRS to check what type of records should be kept by users. -Fire extinguisher was not on the BO schedule. It has now been added and will be inspected in September. LST Comments: In progress. The fire extinguisher maintenance has been added to building operations schedule. ☒ Inspection Date: 22/08/04 Location: RH 110 Notable Issues - Items to note*: -Minor housekeeping needs to be improved for electrical wiring. -Large electrical box needs to be enclosed.			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		-Guarding is inadequate for moving parts located in the plexiglass casing. Adequate guarding must be provided as soon as possible and be fastened securely. -Pinch point stickers are missing for required areas. LST Comments: In progress. ✓ Inspection Date: July 2022 Location: CEME 1050B, KAIS 2214 & 2215, CEME 2207, RH123 Notable Issues - Items to note*: LST Comments: All corrective actions for the labs listed here have been completed. These can be marked as complete.			
		Other Inspection Reports:			
		APSC – Nothing to report **BPI** – Nothing to report **BRIM** – Nothing to report **ECE** – Nothing to report **ICICS** – Nothing to report **MTRL** – Nothing to report **MINE** – Nothing to report **NURS** – Nothing to report **SALA** – Nothing to report			

** GI- General Inspection*

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status

** ED – Education and Training*

8. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-20/02/12-07	C	**Goals discussed at Feb meeting:** 1. Create Benchmark reports by Department on compliance rates for SRS required courses (from report 910s), and review them once / term. 2. Increase engagement with Campus Security by arranging outreach workshops. Ongoing.	2.JP+MC+RC	Ongoing	IP
		APSC			
NB-21/09/08-01	D	LST membership: Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites.	RC (APSC)		R
		Items arising from previous LST meetings:			
NB-22/02/09-05	E	**APSC**: Question from MECH around incident statistics availability that could inform risk assessments. **Comments:** Can SRS provide requested stats and does it have access to equivalent stats from similar institutions? SRS to follow up. *Update April 13: Request for access to CAIRS by MECH faculty volunteer to do trend analysis for above.* *Update May 11: Co-chairs to pull data from CAIRS for MECH volunteer to analyze. RC to contact other JOHSCs to collaborate (e.g.: Science, Forestry, LFS) – August 2022.*	RW (SRS) MF (MECH) RC (APSC)	2022-09-14	IP
NB-22/07/13-02	C	**BPI:** Oncoming air handling units replacement has been postponed to early September, whole building air flow outage and disruption (noise, duct or intermittent power shut down) will last for two months (In Progress).	GS (BPI)	2022-09-14	IP
NB-22/06/08-02	C	**MECH:** Due to the 2021 KAIS 1180 MakerSpace renovations, the KAIS 1st floor EPKPs were recently updated. The old maps have been removed, and have now been replaced with the new updated maps.	MC (MECH)	2022-09-14	IP

** ED – Education and Training * GI- General Inspection *NB – New Business*

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 202218343083A	C	MALCOLM KNAPP NEAR MISS INCIDENT:A subcontractor's yarder's skyline contacted a dangerous tree causing the tree to fall and narrowly missing three nearby workers. JOHSC/LST General Learnings/Discussion Points: o Communicate the importance of conducting and documenting risk assessments and pre-planning activities prior to commencement of activities o Reminder to conduct regular inspections of all areas of the workplace to prevent development of unsafe working conditions	RC (APSC)	2022-06-30		C
IR# 202216973084A	C	FACULTY OF MEDICINE EMPLOYER INCIDENT INVESTIGATION REPORT ACCEPTANCE: A worker sustained an injury to their hand when the glove they were removing slipped when they lost their grip. The pain continued and resulted in a fainting episode. Care was subsequently provided. The IR documents the acceptance of the Employers Incident Investigation Report under the Workers Compensation Act. JOHSC/LST General Learnings/Discussion Points: o Reminder that during inspections and investigations, JOHSCs and LSTs should review the appropriateness of PPE used; including size, type, material, breakthrough time, etc. General information regarding PPE in research areas can be found on the SRS Website.	RC (ASPC)	2022-07-07		C

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		Information regarding what to do in the event of a serious incidents or possible serious incident can be found on the SRS Website.				

** REC – Recommendation Letter*

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		Items arising from LST meetings for August meeting:			
NB-22/08/10-01	C	**BPI:** ☒ 2022 annual chemical inventory, to be completed by the end of August. ☒ HVAC replacements this year, main building's work started this Tuesday to be completed on August 31st. HHL HVAC replacement from September 12th to November 8th. ☒ Bulged floor at lobby (not discussed for a while) and deteriorated staircase tiles (supposed replaced last year end but stalled due to supply chain issue).	GS (BPI)	2022-09-14	IP
NB-22/08/10-02	C	**MECH:** A couple questions arose during our annual safety inspections. Does the University and UBC SRS have available flood procedures for spaces like the Machine Shop (KAIS 1190)? Kaiser 1190 has power supply which runs in the floor slab and the runs are clearly not water-proof. An activation of the fire suppression sprinkler system or a failure of the overhead cast iron storm water drain line could result in significant water accumulation and, possibly, an electrified puddle on the floor. Is this an issue that is covered in the code or is there a Technical Guideline that addresses this issue and if not, should there be? Can the UBC electrical FSR provide a formal confirmation either way so that the local safety management is informed? What are	MC (MECH) & RW (SRS)	2022-09-14	IP

10. NEW & OTHER BUSINESS					
		UBC SRS's procedures for shutting down electrical equipment in the event of a major water event?			
NB-22/08/10-03	C	**NURS:** Health authorities will be requesting that nursing schools provide/ensure that students placed in certain high-risk areas designated clinical areas (ie: mental health, designated acute senior care, and home care attend) in-class violence prevention sessions. UBC SoN is starting to work on options moving forward to provide these classes - Fraser Health offered us two free spots in their train the trainer, JM to attend.	JM (NURS)		C
		Additional New Items for Discussion:			
NB-22/08/10-04	E	Safety Day Award Nominations and Registration: This year's Safety Day Award category is "Innovative Promotion of Safety Culture." Please note that 2 JOHSCs and 2 LSTs will win awards under this category. You can self-nominate JOHSCs and LSTs for the award using this link: https://ubc.ca1.qualtrics.com/jfe/form/SV_01YfBW0rAtY7y98. Details of the award criteria are also outlined in the link. The deadline for the nominations is *Friday September 2, 2022.* Lastly, if you haven't already, Register for Safety Day, we have 50 spots remaining.			
NB-22/08/10-05	E	Weather and Thermal Stress Safety: Following last summer's heat dome—when the atmosphere traps hot ocean air like a lid or cap, UBC has taken steps to plan for extreme heat events. Given the current high temperatures, we wanted to provide some resources and information to help you and your loved ones stay cool and safe. Visit the Weather and Thermal Stress Safety page for the most updated information about UBC's on-campus cooling centres.			

10. NEW & OTHER BUSINESS					
		Ready Week 2022: Don't miss UBC's first Ready Week (Sept 6-8, 2022). Stop by, enjoy the nice weather and learn more about personal emergency preparedness! *-September 6 – Imagine Day @ Main Mall, 1-4 pm:* Look for the SRS emergency management booth on Imagine Day to learn more about how to be prepared for an emergency. *-September 7-8 – Quake Cottage @ University Commons outside the Nest, 9 am –3 pm.* Experience a big magnitude earthquake by riding the Quake Cottage. Make sure to collect free items to add to your emergency kit.			
NB-22/08/10-06	E	Upcoming Chemical Inventory Initiative: The Chemical Safety Team is launching a new initiative in September to help laboratories manage their inventories and enable an increasingly evidence-informed approach to Chemical Safety programing moving forward! The Team will be reaching out to researchers located on Point Grey Campus to review their chemical inventory records and storage locations. Want to learn more? Invite them to your next JOHSC/LST meeting to give a 5-10 minute introduction and answer questions about the initiative! Or tune in to the live seminar on Chemical Inventory Management on September 21st at 2 pm. More details and a link to the webinar to come in the September newsletter.			
		Informational Items			
NB-22/08/10-07	E	SRS: **JOHSC Training:** New dates have been released for JOHSC Training Part 2a (August 8th, from 10:00am – 11:30am) and Part 2b (August 16th, from 1:00pm – 2:30pm). Register here.			
NB-22/08/10-08	E	Road Safety at Work			
NB-22/08/10-09	E	WorkSafeBC:			

10. NEW & OTHER BUSINESS					
		a. Health & Safety eNews b. Recent Work-related incidents			

**NB – New Business*

1. NEXT MEETING	
Date:	Wednesday, September 14th, 2022
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & Zoom

2. MEETING ADJOURNED	
Time: 09:35	Moved by: Jen Pelletier Second by: Monica Clarkson

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

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)