



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Faculty of Applied Science	Worker Co-Chair:	Sean Buxton, MECH
		Employer Co-Chair:	Marlene Chow, CHBE
Date:	Wednesday, July 10, 2024	Time:	09:00 - 10:30am
		Location:	Hybrid - CEME 2202 & Zoom Meeting

AGENDA:

<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 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
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aaron Hope	AAPS	MINE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carmen Jensen (A)	FAC	MINE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cindy Wong	AAPS	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Yeung (A)	NUT	ICICS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heli Eunike (A)	CUPE 116	MTRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Markus Fengler	FAC	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Fried	AAPS	ECE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Buxton	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendie Wu	CUPE 2278	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Ailish Statham	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlene Chow	AAPS	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Ethridge (A) – left at 09:55	AAPS	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests	Association/ Union	Work Location	Present	Regrets	Absent
Richard Colwell (On leave)	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomsen	Administrator	APSC DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rich Wambolt	Resource	Safety & Risk Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Janet Hankins	Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*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? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- Move to adopt minutes.
- List amendments to minutes Moved by: Markus Fengler Seconded by: Sabrina Fried

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Approved by Sabrina Fried Seconded by Markus Fengler	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
			Old reports w/follow up:			
			CHBE, CERC, & BRIC			



134426 134418	C	2024-05-16	<p>Title: Carbon Monoxide Intoxication</p> <p>What Happened: Two students were conducting experiments. A leakage occurred from a cap of the unit, which tripped the CO alarm. The students stopped the experiment first, but one student (in an attempt to recap the leakage) opened the door of the chamber containing the small reactor and exposed to high concentration CO (as high as 1000 ppm) for a few seconds. As a result, the student felt dizzy and headache. They called the poison control center and went to urgent care centre at UBC hospital for blood test and hyperbar treatment. The test results seemed to be below the threshold and the individual was fine after some time.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none">- Stop all work on the unit- Create an SOP and HAZOP analysis for the unit (including emergency shut down procedures)- Create a training record for this (and all) experiments/procedures in the lab- Have the unit inspected by the Workshop and LST team- Create a shared drive for all safety documents that is accessible by all lab users- Implement a procedure regarding the enforcing of safety policies and procedures (i.e., when labs do not comply, what are the next steps)- Remind faculty/supervisors of their responsibilities with regard to safety – Complete.	EH (CHBE)		C
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134586 134585	C	2024-06-10	<p>Title: Mercury Thermometer Breakage</p> <p>What Happened: A worklearn student had a sample in an oven and a thermometer in the appropriate slot in the oven. When they opened the door, they found the thermometer was broken and the mercury was spilt into the petri dish that contained their sample. They immediately turned off the oven and informed the safety rep who moved the sample and thermometer into the fume hood, double bagged the debris, and evacuated the room to allow the space to vent.</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> - Dispose of the mercury and debris as per the Mercury 2024 Disposal Guide - Obtain a new thermometer with a wider range of temps, not containing mercury - Update the SOP to reflect the appropriate thermometer that should be used and the temperature threshold it needs to be able to meet – Complete. 	EH (CHBE)		C
			MECH			
134468 134653	C	2024-05-24	<p>Title: Finger injury</p> <p>What happened: Worker was leaving an office and closed door behind them. Finger was caught in door. Small laceration on finger at join; some bleeding.</p> <p>Root Cause: Employee was distracted talking to another employee, so closed the door and didn't see that it was about to shut on their finger.</p> <p>Actions and Resolutions: We were unable to identify the feature that caused the cut. We think it was simply from being trapped in the door. No further actions were taken as we were unable to identify what caused the cut – Complete.</p>	JA (MECH)		C
			NURS			
134475 134389	C	2024-05-14	<p>Title: Ampule cut</p> <p>What Happened: Student Cut themselves on left thumb while opening the Ampule when practicing in the lab. Student was instructed to clean the cut and was dressed with small regular band aid. No other medical intervention required.</p>	JM (NURS)	2024-08-14	IP



			<p>Root Cause: student's knowledge and skills on being a student nurse. They are learning in the lab and this is first couple times that they are practicing how to open ampules.</p> <p>Actions (and resolutions): In Progress</p>			
134474 134432	C	2024-06-16	<p>Title: Ampule cut</p> <p>What Happened: Student breaking open glass ampule with ampule breaker. Cut finger. Observed by other lab instructor at that time. Student instructed by other lab instructor to run finger under water and apply pressure. Minimal bleeding. Student states they do not need medical attention.</p> <p>Root Cause: Student inexperience</p> <p>Actions (and resolutions): In Progress - 2024-08-24</p>	JM (NURS)	2024-09-11	IP
			New Reports:			
			CHBE, CERC, & BRIC			
134616 134604	C	2024-06-17	<p>Title: Biochar Smouldering</p> <p>What Happened: Researchers ran experiment on biomass pyrolysis and shut down the unit properly to cool down the unit. On the following day, they opened the unit to remove biochar product from the reactor, and found that there was some biochar stuck up in the back of the reactor and had left because they couldn't remove it at the time, leaving the door open. Because of some hot spot in the reactor where the temperature may still higher than the spontaneous ignition temperature of biochar, the biochar started to smolder exposed to air from the opened reactor door. The smoke filled the room and triggered the CO sensor and alarm. Fire truck was called in and the smoke was cleared via turned on the room ventilation.</p> <p>Corrective Actions</p> <ul style="list-style-type: none"> - Update procedure to include: checking temp of reactor before opening; not leaving the reactor door open; maintaining a low flow of nitrogen to constantly purge the system if there is any biomass inside; etc. - Update HAZOP to include the event of biomass accumulation - Obtain a new vacuum fitting to be able to reach accumulated biomass - Investigate the ventilation and alarms of the room/building and 	EH (CHBE)	2024-08-14	IP



			relationship between BRDF/BRIC (and update BERP with findings) - In Progress			
			ECE			
134645 134722	B	2024-06-21	<p>Title: Machine shop incident, severed finger-tip</p> <p>What happened: After using the horizontal bandsaw, the worker attempted to clean material debris accumulated on the machine while the saw was still running. The right index finger got trapped between the non-serrated side of the spinning disc and the blade, cutting the tip of the finger and pulling out the nail. The middle finger also received a small cut.</p> <p>Root cause: The root cause is operator error by deviating from safety protocol.</p> <p>Actions and resolutions:</p> <p>Corrective Action 1: The machine was unplugged, locked out and isolated with caution tape.</p> <p>Date Completed: 2024-06-21</p> <p>Corrective Action 2: Preparing written safe work procedures for the horizontal bandsaw, including lockout procedures</p> <p>Estimated Completion Date: 2024-07-12</p> <p>Corrective Action 3: Organizing and documenting training of ECE machine shop operators in the safe use of the horizontal bandsaw. Assistance is being coordinated with colleagues from UBC Mechanical Engineering</p> <p>Estimated Completion Date: 2024-07-17</p> <p>Corrective Action 4: Installation of safeguards to prevent or minimize the risk of opening the horizontal bandsaw wheel covers while the saw is powered.</p> <p>Estimated Completion Date: 2024-07-17</p> <p>Corrective Action 5: Removal of waste material from the Horizontal Bandsaw Blade Wheels and areas around the wheels.</p> <p>Estimated Completion Date: 2024-07-09. In Progress</p> <p>Question: Replace bandsaw? Very old, doesn't meet modern guarding regs.</p>	SF (ECE)	2024-08-14	IP - #5
			MECH			



<p>134607 134606</p>	<p>C</p>	<p>202406-07</p>	<p>Title: Hit head What happened: A student hit their head on a low shelf after unplugging something from the computer kept below the shelf. Because I only work part time hours (16-20h/week) I wasn't on campus that day. The student didn't tell anyone Friday, but on Monday morning when we were working together the student mentioned that they had hit their head Friday and had been dizzy + feeling unwell as a result for the remainder of Friday as well as Saturday and Sunday, and that it was still affecting them on Monday. I told them that they should tell our PI, and after initially refusing to do so they said they would email the PI at lunch or after work. I also offered they could rest Monday as they had mentioned that they were feeling unwell but they refused. On Wednesday, I realized that the PI still hadn't heard from them, and on Thursday I talked with them about the importance of reporting workplace injuries and we both filled out CAIRS reports. I also motioned they are not in trouble and there's nothing to be embarrassed about. On Thursday, they mentioned that they called a nurses hotline on Sunday after the incident. Root cause: Awkward placement of the computer especially for accessing USB ports, exacerbated by confined space in small room Actions and resolutions: Corrective Action 1: The extra temporary experiment set up, that was present on the day of the injury has been removed. Final Actions Taken: Reminder to lab members, that when experiment equipment is no longer in use, to take down/disassemble equipment promptly especially if setup obstructs work spaces. Date Completed: 2024-06-13 Corrective Action 2: USB extension chord plugged into computer USB port, which enables computer users to access the end of the USB extension chord without bending under the tale. Final Actions Taken: Extension Chord is plugged in. Date Completed: 2024-06-14</p>	<p>JA (MECH)</p>		<p>C</p>
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			<p>Corrective Action 3: Add protective/soft foam to underside of shelf.</p> <p>Final Actions Taken: Foam was added. Date Completed: 2024-06-14</p>			
134659 134648	C	2024-06-21	<p>Title: Thumb cut</p> <p>What happened: Employee was cleaning machine typically used to chip garden debris (test related to a capstone project) and accidentally cut thumb on one of the blades. He applied pressure to cut and then walked over to UBC Emergency for a tetanus shot. Dr. applied disinfectant and bandage.</p> <p>Root cause: Worker cleaned a known sharp area on equipment without donning cut-proof gloves, which were available nearby.</p> <p>Actions and resolutions: Remind worker to wear cut-proof gloves when cleaning sharp surfaces.</p> <p>Final Actions Taken: Worker reminded of the importance of appropriate PPE and where cut-proof gloves are stored in that lab. Date Completed: 2024-06-24.</p>	JA (MECH)		C
134694 134692	C	2024-06-27	<p>Title: Puncture impact to right index finger tendon</p> <p>What happened: Worker was working with sheet metal to fabricate a round metal frame to hold a sand screen for the new waterjet cutter. The metal needed to be rolled, then tabs bent. Once the sheet metal was rolled, the worker realized they had too many tabs and cut some off with a shear but did not debur the newly cut edges. There is no machine to bend metal in this configuration so the worker was using appropriate hand tools. There is no way to clamp it. While bending one of the tabs the workpiece slipped and a sharp corner of it penetrated the back of the workers hand, behind their right index finger. The worker washed his hand and administered a band aid, then informed a colleague and called campus security. Campus security came within 10 minutes. They removed the band aid cleaned the wound, replaced the band aid, then drove the worked to UBC urgent care. The worker was not in pain, but was unable to extend their right index finger.</p> <p>Root cause: The worker was using appropriate tools and method for completing the task, but as other colleagues are away (and</p>	MF (MECH)	2024-08-14	IP



			<p>they were keen to complete the task to allow students to use the machine) they were rushing. It is not possible to create this part without using hand tools, BUT if the worker had stopped to deburr the metal before continuing, the laceration would likely have been less severe. Currently workers do not normally wear gloves for this kind of work, but gloves would likely have prevented this injury.</p> <p>Actions and resolutions: Corrective Action 1: Review industry practices. We should consider amending MECH SOPs to require gloves for all use of metal sheets. If deburring metal is not on the Machine shop SOPs, add it. Estimated Completion Date: 2024-07-19 Corrective Action 2: This is the third incident that includes metal sheet that was not deburred in 2024. We should emphasize the importance of deburring and the wearing gloves in teaching, especially in MECH 220. Estimated Completion Date: 2024-07-19. In Progress</p>			
134712	C	2024-07-02	<p>Title: Asbestos abatement seal open to hallway What happened: One of my staff let me know ~10:50 AM July 2nd that they just noted when walking by that asbestos abatement containment in CEME 1052 appeared to be blowing air through the door seal into the hallway. Root cause: Contractor left breached abatement seal open such that air was moving from the abatement area into occupied areas of the building. Actions and resolutions: Facilities Manager, APSC Safety Officer and MECH Facilities were notified by email. Facilities Manager replied that Project Services, contractor and SRS were being contacted to investigate and reported back at 9:24 PM as follows: "Thank you (redacted) for reporting this concern. It falls into the near-miss category. Around 2:45pm I received the following email from Project Services outlining the response from ProActive, the abatement sub-contractor: ProActive has confirmed the following: Abatement work within the space was moderate risk level. Abatement was completed as of Friday with only double</p>	MF (MECH)		C



			<p>bagged materials left within the space as of Friday afternoon. Abatement crew left the door seal in place over the weekend, however the space was no longer a potentially contaminated site at that point. Abatement crew is removing the door seal entirely as of today. An air clearance of the space was not originally planned, however under the circumstances one will be performed anyways to confirm no contamination has occurred” – Complete.</p>			
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)								
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)</i>								
Previous inspections with follow-up items:								
APSC								
GI-EDC Offices-23/11/14	C	Engineering Design Centre- Office and Administration spaces: 1) No Fire drill in the last 12 months. To be scheduled for 2024. 2) Some, but not all, bookshelves are secured to walls. SR to be submitted once vacant offices are occupied.				RC & LT (APSC)	2024-08-14	IP
BRIM								
GI- BRIM-23/12/14-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)	2024-08-14	IP
		none	10/23/23	341/343 ECE lab bioelectronic materials & devices	1) update emergency contact information 2) post no eating drinking signa 3) assemble spill kit 4) dispose overflowing sharps containers 5) update chemical inventory and post 6) acquire small step ladder 7) rearrange items on overhead shelves			



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 ID	Category	Inspection Details				Inspector	Date	Notes
		Findings	Date	Location	Issues			
		none	11/01/23	442/443 ECE lab 3d -printing	<ul style="list-style-type: none"> 1) fire extinguisher testing expired 2) initiate weekly eyewash testing 3) discard unsafe electrical cords 4) dispose of isopropanol waste (> 25 L) 5) update and post chemical inventory 6) initiate peroxide testing for methyl isopropyl ether 			
		none	10/25/23	447 ECE lab silicon photonics technologies	<ul style="list-style-type: none"> 1) initiate laser safety protocols (warning signage, laser goggles) 2) update emergency contact signage 3) implement working alone procedures 4) create orientation records 5) rearrange some large items on shelves 6) post updated chemical inventory 7) dispose of waste chemicals 			
GI-BRIM-24/03/13-01	C	JOHSC Action	Date	Location	Significant Issues	GL (BRIM)	2024-08-14	IP



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		(none)	23-11-08	BRIM 141 MTRLS (orientation)	a) Appoint a lab safety person b) Assemble a lab safety binder to hold personal safety orientation checklists (AMPEL intake form), safety certificates, and lab specific training on equipment and procedures. A digital binder is fine too. A second binder could have hard copies of SDS's. c) Post and designate a person to fill out Monthly Safety Checklist d) Post AMPEL Emergency Information form e) Update "hazard diamond"; i.e., fill out and submit SRS Signage Application form. f) Post chemical inventory near lab entrance and date. Update annually. g) Get pail from Materials Stores for clean glass laboratory waste (AMPEL will supply bags.)	
		CHBE, CERC, & BRIC				
GI-CHBE-23/02/08	C	Microwave-assisted pyrolysis (MAP) pilot plan: Not quite ready, waiting for final CSA approval, complete hazard analysis, automating a shutdown , alteration of platform to prevent falls/tripping and Personal Safety Gear. <ul style="list-style-type: none"> - Follow up with Building Ops on how/why ventilation got shut off in the lab - Add a ribbon/piece of tape to vent lines in the lab so folks can easily tell if/when there is no ventilation in the room 			EH (CHBE)	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)

		<ul style="list-style-type: none"> - Create start up and shut down checklists to ensure each item is actioned in the procedure (include check ventilation ribbons on startup) - Update the PFD in the SOP to reflect changes made to the unit - Obtain and keep up to date a notes board of any status updates or issues with the unit for clear communication to all group members - Have the emergency shower and the eyewash stations inspected once a year and once a month 														
NEW INSPECTIONS																
MECH																
GI-MECH-24/06/24	C	<table border="1"> <thead> <tr> <th>Priority</th> <th>Inspection date</th> <th>Room</th> <th>Issues</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>26/06/24</td> <td>CEME 1050</td> <td> <ul style="list-style-type: none"> * Saline needs to be refreshed * No spill kit available * STS Machine should have a lock out on the power switch * Shelving is not anchored to wall * 3 lights burned out * Concern about fadal - defeated interlocks on the machine so it can be operated with doors open. Do we have training records on who can operate? * There is a generator and a jerry can. Is gas stored here? * SDS available but have not been updated since 2004. Need SDS for Argon. * We could not find chemical inventory * We found stainless steel powder, but room is not set up to use it. Requires fume hood/explosion prevention. Should not be stored or handled in here. * Non flammables in flammables cabinet </td> </tr> <tr> <td>C</td> <td>26/06/24</td> <td>CEME 1050B</td> <td> <ul style="list-style-type: none"> * Check - Eye protection, splash goggles, gloves for powders – What's the cleanup procedure? * 2 x compressors; Should have hearing protection. * No fire extinguisher in the room BUT one outside door. Possibly need one in here as they are handling flammables. * One worker said they did not know where SOPs/SDS were kept. Another mentioned they were considering getting a first aid kit. They were not sure if it was a good idea to call first aid as then they'd have to fill out a CAIRS </td> </tr> </tbody> </table>	Priority	Inspection date	Room	Issues	C	26/06/24	CEME 1050	<ul style="list-style-type: none"> * Saline needs to be refreshed * No spill kit available * STS Machine should have a lock out on the power switch * Shelving is not anchored to wall * 3 lights burned out * Concern about fadal - defeated interlocks on the machine so it can be operated with doors open. Do we have training records on who can operate? * There is a generator and a jerry can. Is gas stored here? * SDS available but have not been updated since 2004. Need SDS for Argon. * We could not find chemical inventory * We found stainless steel powder, but room is not set up to use it. Requires fume hood/explosion prevention. Should not be stored or handled in here. * Non flammables in flammables cabinet 	C	26/06/24	CEME 1050B	<ul style="list-style-type: none"> * Check - Eye protection, splash goggles, gloves for powders – What's the cleanup procedure? * 2 x compressors; Should have hearing protection. * No fire extinguisher in the room BUT one outside door. Possibly need one in here as they are handling flammables. * One worker said they did not know where SOPs/SDS were kept. Another mentioned they were considering getting a first aid kit. They were not sure if it was a good idea to call first aid as then they'd have to fill out a CAIRS 	JA (MECH)	C
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

				<p>report.</p> <ul style="list-style-type: none"> * 3D printers – is there enough ventilation in that small room? * Some unlabeled bottles * Filing cabinet for storing flammables and chemicals – need flammables cabinet. Peggy from SRS told them the cabinet they have is sufficient as they use less than 5L of flammables. * Custom built electricals, no power labels – Sean looked – if they change plug to Class 2, this is all okay. * Would be better to have glassware in 20L plastic pail. Broken glass in cardboard box. It's well organized, but would be a hazard if someone fell on to it. * Where is the SDS sheet for the powder * Can't see chemical safety manual or chemical inventory * Need tread plate for power cable 				
		C	26/06/24	CEME 1051	* Requires Emergency procedures posters, work alone and ergonomics			
		B	26/06/24	CEME 1053	<ul style="list-style-type: none"> * PPE includes Glasses, respirators and gloves. But used gloves are discarded all over the place. * Not sure if equipment is CSA approved. Check with Sheldon/Ian. * Using talc? Do we need a fire extinguisher? * No guard on machine with rotating machinery * A lot of electrical cords in a mess. None of the wiring is labelled * Box on relay switches might not be CAS approved. * Need copies of SDS – make it easy to find. * So much powder in the room. If there was a guard, that would help contain it. Also Even high speed camera is covered in powder. 			
		C	26/06/24	CEME 1057	<ul style="list-style-type: none"> * Are they soldering? Should have access to safety glasses? * Eating area - should not be eating in lab * Move tools away from electric panel * Non CSA approved 3D printer and power supplies x2 * Flammable cabinet with chemicals (polishing liquid) Needs inventory. * Workers did not know location of SDS. * Need a step stall for access to cabinets * Lab inspections form from 2022 * Housekeeping - a little messy 			



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		C	26/06/24	CEME 1059	* DC Power supply not CSA approved * Some cabinets need to be attached to walls * Heating does not work			
		C	27/06/24	KAIS 1136	* Bookshelves need to be secured * Need emergency/safety/work alone info on the door			
		C	27/06/24	KAIS 1160	* Check where manuals are kept/maintenance and inspections for equipment			
		C	28/06/24	KAIS 1180	* Check where manuals are kept/maintenance and inspections for equipment			
		C	28/06/24	KAIS 1180N	* Check about inspection logs			
		C	28/06/24	KAIS 1190	* Check about inspection logs			

* 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
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* 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
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
NB-23/01/11-04	C	Enrolment in the new chemical safety program: Enrolment in the new chemical safety program	All Committee		R



8. ONGOING BUSINESS – Status of Action Items					
			Members		
NB-23/06/14-01	E	Outstanding items in JOHSC minutes: Asking all JOHSC reps with old or outstanding inspections and items arising to contact RC and LT (APSC) with updates to close items off in the minutes	All Committee Members		R
NB-24/03/13-02	B	<p>ECE: Assessment of air quality in the Makerspace 3D printer room has been completed by Kane Consulting: early indications are that the room has less than half the ventilation it needs to meet current uses, let alone our plans for growth.</p> <p>Update 2024/04/10: At the request of Building Operations project services, an attempt is being made to establish what the “baseline” VOC reading is for the MCLD building (office 1017). Began showing readings that were consistently lower than those in the Makerspace, typically around 90 or less. Spikes in VOC readings correlated with times when 3D printers in the Makerspace were known to be working. This suggests a building wide deficiency.</p> <p>Update 2024/05/12: Comments: Would a recommendation letter from the JOHSC be appropriate? More VOC monitors would also be useful.</p> <p>Update 2024/07/10: According to Makerspace Manager enclosures for the 3D printers had not been previously considered, but they may be cost-prohibitive (over \$20,000 for the existing 3D printers and even more to accommodate the anticipated future additions). Exploring whether an in-house or custom manufactured solution can be made for less. There is still no response from Building Ops on the project to repair/upgrade the building ventilation system.</p>	SF (ECE) + RC(APSC)	2024-08-14	IP
		Items arising from previous LST meetings:			
		CHBE			
GI-CHBE-24/02/14-01	C	<p>FH testing: MC and RC met with JH (SRS) for an information meeting April 11/24. To be discussed at May APSC JOHSC meeting.</p> <p>Update: A survey to collect information on fume-hood issues has been created: https://ubc.ca1.qualtrics.com/jfe/form/SV_bCwhu702pKRvM7s</p>	EH (CHBE) MC (CHBE) RC (APSC) JH (SRS)	C	GI-CHBE-24/02/14-01
		Items arising from LST meetings for July meeting:			



8. ONGOING BUSINESS – Status of Action Items						
NB-24/07/10-01	E	BRIM: Return of intruder in AMPEL lunchroom.			GL (BRIM)	
		ECE				
NB-24/07/10-02	E	JOHSC Action Required? *	Item	SF (ECE)		
		Information only	Update on Hazmat removal of Speedivac in CIRS storage cage – The final invoice for this project has been received. I am now confirming that the vendor has been paid in full before declaring the project complete. In the end only minute traces of hazardous materials were found once the machine was dismantled. No residue of precious metals was found.			
		Information only	Chemical amnesty – Pickup for the chemicals slated for removal is tentatively scheduled to take place either in the first or second week of July. An exact date will be finalized upon return of the required staff			
		Information only	Office KAIS 3101 is in the process of being reassigned to a new faculty member after being left unused for 8-10 years. During the course of cleaning abandoned items out of this office, an indigo dye kit containing chemicals was found, along with environmental samples of unknown origin or composition and expired prescription medications. The chemicals and environmental samples have been added to the chemical amnesty. At the direction of our vendor for the amnesty, the prescription medications have been prepared to be taken to a local pharmacy for disposal Faculty and staff are reminded that chemicals should not be stored in offices. Going forward, application of the office decommissioning policy discussed in April and May should prevent this situation from happening again since most offices will be cleaned out with the assistance of the faculty or staff assigned to them.			



8. ONGOING BUSINESS – Status of Action Items					
		Information only	Hazardous materials disposal cage for Macleod – It has been determined that a building permit is not required for this, but a street and landscape permit might be. Work on confirming which permits are required is ongoing.		
		For discussion	During the June JOHSC meeting, there was a discussion of the ongoing ventilation issues in the Macleod Makerspace. The question was asked if the department would consider filtered cubicles for the 3D printers to improve air quality. According to Makerspace Manager Zain, enclosures for the 3D printers had not been previously considered, but they may be cost-prohibitive. He estimates that buying purpose-built enclosures would cost over \$20,000 for the existing 3D printers and even more to accommodate the anticipated future additions. He is exploring whether an in-house or custom manufactured solution can be made for less. There is still no response from Building Ops on the project to repair/upgrade the building ventilation system.		
		Information only	Landscaping issues on building exterior – SR #295585.00 was placed earlier this week to have Plant Ops clear weeds that were obstructing access to Macleod loading door, including overtaking the control button for the automatic door opener. Crews are on site as of June 21, 2024 doing this work. I have done a perimeter check of Kaiser and Macleod to confirm that there are no other overgrown weed beds that are obstructing egresses or obstructing fire hydrants. The landscaping crew has encouraged me to put in additional SR's if the plants have another growth spurt this season.		
NB-24/07/10-03	C	MECH - Questions for JOHSC It would be good to have a publicly accessible list of CAIRS incidents for the whole of APSC so they can be shared between departments. We can		SB (MECH)	C



8. ONGOING BUSINESS – Status of Action Items

		<p>only view what is happening within our own department/building, so it is harder to learn from each other/prevent the same errors.</p> <p>Or, if that is not possible, is there a way for workers/students to access details from CAIRS reports?</p> <p>Discussion: All CAIRS incidents from all UBC JOHSCs are available for review via the posted last 3 months of their minutes on the safetycommittees.ubc.ca website.</p>			
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* 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# 202417748070A	B	<p>On June 5, a WorkSafeBC officer conducted an inspection at the In-Vessel Composting Facility following a workplace incident involving exposure to sodium hydroxide, a hazardous substance. The preliminary investigation has been completed and submitted to WorkSafeBC. The full investigation report is due within 30 days of the incident. There was one order issued to the University.</p> <p>Order #1 - Exposure to Hazardous Substance: An order was issued under section 5.2 of the Occupational Health & Safety Regulation (OHSR), it states: "If a worker is or may be exposed to a chemical agent, or biological agent designated as a hazardous substance in section 5.1.1, which could cause an adverse health effect, the employer must ensure that (a) the identity of the chemical agent or biological agent, its possible effects on worker health and safety and any precautions required to protect the health and safety of the worker are clearly indicated by labels, SDSs, or other similar means, (b) the information required by paragraph (a) is clearly communicated to the worker, (c) written procedures are prepared and implemented to</p>	RC (APSC)	2024-06-07	2024-07-07	IP



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)

		<p>eliminate or minimize a risk of exposure to a chemical agent or biological agent by any route that could cause an adverse health effect, and to address emergency and cleanup procedures in the event of a spill or release of a chemical agent or biological agent, and (d) the supervisor and the worker are trained in and follow the measures required in this Part and Part 6 of this Regulation for the safe handling, use, storage and disposal of the chemical agent or biological agent, including emergency and spill cleanup procedures.”</p> <p>JOHSC/LST General Learnings/Discussion Points: Employers must establish and maintain a process that ensures all workers are adequately informed, trained, and supervised regarding the risks associated with hazardous substances. This includes providing clear information about the substances they might encounter, documented training on safe handling practices, and continuous supervision to ensure compliance with safety protocols. Maintaining a comprehensive chemical inventory is essential for ensuring workplace safety. This inventory should include detailed information about each chemical used or stored in the workplace, including its identity, associated risks, and safety data sheets (SDSs). Workers should have easy access to this information to understand the hazards they may encounter and the precautions they need to take. All products, substances, wastes and byproducts that are dangerous to the environment or to human beings and are no longer of use must be disposed of safely and in a timely manner. It is important to know what and how much waste will be generated and how to dispose of it in advance of doing the work. Refer to Hazardous Waste Management for information about chemical waste disposal.</p>				
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9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
IR# 202416973059A	B	<p>On June 21, a WorkSafeBC officer attended the Hector J. MacLeod Building due to an incident notification involving a horizontal metal band saw.</p> <p>During the incident, a worker's right index fingertip was injured while changing a blade on the band saw. First aid was administered, and the worker was transported to the hospital. There were zero (0) orders issued to the University.</p> <p>JOHSC/LST General Learnings/Discussion Points: As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act. Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>	RC (APSC)	2024-06-21	2024-07-21	IP
IR# 202416973060A	B	<p>This Inspection Report is in response to an incident on June 21st, relating to an incident involving a horizontal metal band saw. There were two (2) orders issued to the University.</p> <p>Order #1 - Safe Work Procedures: An order was issued under section 19.36(10) of the OHSR which states, "Written safe work procedures must be developed for the use of equipment operated by a control system, including</p>	RC (APSC)	2024-06-25	2024-07-25	IP



9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)						
		<p>lockout procedures as required by the Occupational Health and Safety Regulation.”</p> <p>Order #2 - Waste Material: An order was issued under section 4.41 of the OHSR which states “Refuse, spills and waste material must not be allowed to accumulate so as to constitute a hazard.”</p> <p>JOHSC/LST General Learnings/Discussion Points: Supervisors have a general duty to ensure the health and safety of their workers. Risk assessment must be conducted to take the measures necessary to meet this requirement. It provides an opportunity to consider all foreseeable hazards associated with a task and the risks associated with those hazards. Employers must ensure written safe work procedures, including lockout procedures, are developed and implemented for all equipment being operated. Workers must be instructed, trained, and supervised on how to operate equipment safely, including lockout procedures. Refer to Risk Assessments & Safe Work Procedures for more information. If work involves machinery and equipment that could unexpectedly activate or if the unexpected release of an energy source could cause injury, workers must receive instruction and training as per the Occupational Health and Safety Regulation and be knowledgeable in de-energization and lockout requirements, hazardous energy types, when locks are required, personal lockout, group lockout, and lockout procedures. Refer to De-Energization & Lockout for more information. Refuse, spills, and waste materials must not be allowed to accumulate as they can pose hazards. Regular clean-up procedures should be established and followed.</p>				

* 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
New Business					
NB-24/07/10-04	E	Safety Day 2024: The Safety Day Agenda has been finalized (<i>available on share-point</i>). Registration is filling up fast, with over half of our spots taken, so register now to ensure you don't miss Safety Day on October 16 th , 2024! All the information about the day can be found on the website .			
NB-24/07/10-05	E	Safety Day Awards: Don't forget, the deadline to submit Safety Day Awards nominations is coming up! Two JOHSCs and two LSTs will have the opportunity to win the "Safety Achievement Award." If you believe your JOHSC/LST deserves recognition, please nominate them to win! To submit your nomination, click here . The deadline for submissions is Friday, July 19 th , 2024			
NB-24/07/10-06	E	Heat Stress Exposure Control Plan Feedback: The July 15 th , 2024 deadline for the Heat Stress Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Heat Stress ECP. To provide your feedback, please complete this Qualtrics survey . The Heat Stress ECP can be found using the link on the first page of the survey			
NB-24/07/10-07	E	Weather and Thermal Stress Safety: UBC has taken steps to plan for extreme heat events. Given the high temperatures, we wanted to provide some resources and information to help you and your loved ones stay cool and safe. The following air-conditioned UBC buildings are open to the public: <ul style="list-style-type: none"> • Irving K. Barber Learning Centre (Monday-Sunday, 6:00 a.m. to 12:00 a.m.) • Koerner Library (Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Saturday and Sunday, closed) Visit the Weather and Thermal Stress Safety page for the most updated information about UBC's on-campus cooling centres.			
NB-24/07/10-08	E	Question on recent student violence incident: how should this information be distributed across APSC units? Would a CAIRS report have been appropriate? RW from SRS to follow up.	RW (SRS)	2024-08-14	IP



10. NEW & OTHER BUSINESS					
NB-24/07/10-09	E	ECE question about lighting issues in MacLeod: As part of the Macleod renewal project, lighting in common areas such as stairwells and hallways was put on motion sensors. Early in the morning all of the lights in the hallways and stairwells are off. There are no dedicated circuits of safety lighting. The lighting is controlled by motion sensors, but because of where these sensors are located, one can actually make it fairly deep, or in some cases all the way through, the dark hallways before they turn on the lights. In areas where there is natural lighting at this time of year where the sun is up early it isn't much of an issue. However, this could cause trouble if this were the dead of winter. Is this arrangement considered suitable, or should we be asking building ops either to add more motion sensors, reposition them, or just keep certain lights on 24/7? The lights in Macleod are all LED, so the change to energy consumption would be negligible.			
		Informational Items			
NB-24/07/10-10	E	SRS: JOHSC and LST Training: New dates have been released for JOHSC and LST training. You can register for JOHSC training here , and LST training here .			
NB-24/07/10-11	E	Health Canada newsletter			
NB-24/07/10-12	E	Road Safety at Work			
NB-24/07/10-13	E	WorkSafeBC: 2024 July public hearing on proposed amendments to the OHS Regulation eNews			

*NB – New Business

1. NEXT MEETING	
Date:	Wednesday, August 14, 2024
Time:	09:00 – 10:30
Location:	Hybrid: In person (CEME 2202) & Zoom
2. MEETING ADJOURNED	
10:00	Moved by: Markus Fengler



2. MEETING ADJOURNED

Second by: Sabrina Fried

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)