# 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:** | Feb 21, 2025 | **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 |  |  |  |
| Kylee Smith | MCML |  |  |  |
| Samuel H. |  |  |  |  |
| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Andy Jeffries | MCML |  |  |  |
| **Resources/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
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Approve Previous Month’s Minutes? Yes  No

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| See attached incident report:  Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)* | | | | | | |
| (*\* See Legend at end for Priority and Status Codes)* | | | | | | |
| **Item #**  (Use CAIRS Incident ID #) | **Priority** | **Date** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
|  |  |  |  |  |  |  |

| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)** | | | | | | |
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| **Inspections for January: MCML 48A,B,202 (AL), 328,332,332A (CM), 66, 180C (IC/AJ)**  **Inspections for February: MCML ext, stairwell, general interior (AJ/LF), 214/218 (IC)**  **Inspections for March: None** | | | | | | |
| **Item #**  (Use Inspection #) | **Priority** | **Discussion/Comments/Recommendations** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| MCML 62  H-5 | C | Stainless shelves are not anchored to wall, which may pose falling hazards in the event of an emergency. Email [lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca) to submit a service request to anchor shelves to wall. An email has been sent to lfsus. This space is actually assigned to Agora so will reach out to Agora. Request has been submitted on PlanOn. Shelving has to be mobile so may not need to be anchored. It’s confirmed and this item is complete. | LF/Agora | Feb 21, 2025 | C |
| MCML 62  H-6 | C | Heavy items are placed on top shelves which can be very dangerous if fallen. Store heavier items at bottom shelves and lighter items on top shelves. An email has been sent to lfsus. This space is actually assigned to Agora so will reach out to Agora. | AJ/Agora | Jan 31, 2025 | 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. VCH inspection has noted PPE issues as well so AJ will confirm that this is addressed. | AJ/Agora | Jan 31, 2025 | IP |
| MCML 64  D-11 | C | Trophy and vases on top shelf pose falling hazard. Email [lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca) to install an edge guard or lip on the top shelf to prevent items from falling. An email has been sent to lfsus. IC will email them to remove vases from top shelf as no lips can prevent them from falling hazards. | AJ/LF | Jan 31, 2025 | IP |
| MCML 66  D-11 | C | Trophies are placed on top shelf, posing a falling hazard. Email [lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca) to install an edge guard or lip to prevent items from falling. An email has been sent to lfsus. | AJ/LFSUS | Jan 31, 2025 | IP |
| MCML 180G  H-6 | C | Top shelves have no lips or guards to prevent heavy totes from falling. Install a cable tie type of constraints or remove heavy totes from top shelves. | AJ/LF | Mar 30, 2025 | IP |
| 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 (Zelalem Taye). The space has been recently tidied up and cleaned by LFS operations. ZT did not want any chemicals in the current space. | LF/IC | Jun 30, 2025 | IP |
| MCML 308  M-33 | C | 308A, 308 – some containers missing workplace safety labels; ask PI to dispose of dated chemicals or put proper labels. LF will update labels as needed. | LF | Jun 30, 2025 | IP |
| MCML 230  M-16 | C | There is a missing door on the shelf adjacent to MCML 230F containing glassware. Put items that are lighter in that shelf and move the glassware to a cabinet with a door. IC will reorganize and store only light items on the open shelf by May 31, 2025. | IC | May 31, 2025 | IP |
| MCML 129  D-11 | C | Heavy items are placed on high places (above eye level) and are not secured by any means and can cause a falling objects hazard. Move heavy items onto lower levels of shelves, remove things that are no longer needed to make more available storage space, install lips or any means of securing heavy items if items cannot be moved lower. An email has been sent to room occupants. The room is in the process of getting vacated; to be occupied by a new soil hire. | IC/LF | Apr 30, 2025 | 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/LF | Jan 31, 2025 | IP |
| MCML 136D  D-4 | C | There are no blinds in the space. Submit a request to install blinds. A service request has been submitted. | LF | Feb 21, 2025 | C |
| MCML 190C  D-4 | C | The blinds are broken. There are no means of controlling light. Repair/replace the broken blinds. The request has been submitted. | LF | Feb 21, 2025 | C |
| 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. A service request has been submitted. | AJ/LF | Feb 21, 2025 | C |
| MCML 248B  D-3 | C | There are no blinds to control the amount of light entering the room. Install blinds – Service request rejected them because there is no blind to begin with. | AJ/LF | Feb 21, 2025 | C |
| MCML 302, 329, 248  D-4 | C | There are no blinds in the lab. Install blinds. Combine in one item. | LF | Jan 31, 2025 | 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. Submit a request to get the bar adjusted. | AJ/LF | Mar 30, 2025 | IP |
| MCML 140  D-5 | C | There is a loud repeating noise coming from the air duct. Inspect the air duct to see what is causing the noise and see if it can be resolved without compromising the air duct. A request has been submitted. | AJ/LF | Jan 31, 2025 | IP |
| MCML 190  D-10 | C | Wooden bookshelf is not secured to the wall. Secure the bookshelf to the wall. A request has been submitted. The bookshelf is rather short and small so may not be any issue to be anchored. | LF | Jan 31, 2025 | IP |
| MCML 239  D-7 | C | The room is very stuffy and a lack of fresh air. Open windows if possible. If not install a fan to circulate air in the room. Check exhaust fan functionality. A request has been submitted. AJ checked that everything is fine. This is complete. | AJ/LF | Feb 21, 2025 | C |
| 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 | Jan 31, 2025 | IP |
| MCML 254  D-10 | C | The cabinets are not attached to the wall. Attach the cabinet to the wall with anchors/hooks. LF will submit a service request to get anchored | AJ/LF | Jan 31, 2025 | IP |
| MCML 264, 264A  D-5 | C | There is a rattling noise coming from the air ducts. Inspect the air ducts and see if the noise can be resolved without compromising the function of the air ducts. A request has been submitted. | LF | Jan 31, 2025 | IP |
| MCML 194  M-23 | B | Roller shades on the West window are not operational, this room needs properly functioning shades due to a two way mirror that enables researchers to view subjects. LF to submit a request to have roller shades fixed. | LF | Mar 30, 2025 | N |
| MCML 22A  F-34 | C | Some items placed near the door make accessing the light switch difficult. Suggest to relocate these items and clear area. | AJ/LF | May 31, 2025 | N |
| MCML 34 A,B,C  M-18 | C | Shelves and countertops are full of clutter and personal items. Suggest that items are organized, stored in bins, etc. to prevent pests. | LF | Mar 30, 2025 | N |
| MCML 48D,G,H  H-20 | C | Lights out in 48 D and G; Submit SR to replace bulbs | LF | Apr 30, 2025 | N |
| MCML 48D,G,H  H-20 | C | Storage areas are cluttered – suggest to clear out so that lights are accessible | AJ/IC | Mar 30, 2025 | N |

*\* GI- General Inspection*

| 1. **EDUCATION AND TRAINING** |
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| Recommended items to discuss at JOHSC/LST Meeting (December/January) **Snow?**  The forecast says that snow is on the way!  For information on ice prevention, snow removal and links to campus notifications and protocols visit the [UBC Facilities website](https://facilities.ubc.ca/services/ice-prevention-and-snow-removal/).  **Office Ergonomics**  The UBC Ergonomics Team is looking for dedicated staff members who are interested in learning more about ergonomics and becoming an [Office Ergo Rep](https://hr.ubc.ca/health-and-wellbeing/ergonomics/office-ergonomics/office-ergo-reps) in their department. Ergonomics can play a key role in improving staff wellbeing, health, and safety. Office Ergo Reps are trained in simple workstation set-ups, signs and symptoms of injuries from poor ergonomics, and strategies to reduce musculoskeletal injuries —all to help ensure your colleagues feel comfortable and supported in their workspaces!    **Upcoming Training Sessions**  Choose from one of our upcoming training dates:   * Thursday February 20th, 9am-12pm * Tuesday February 25th, 9am-12pm   [Sign up now](https://wpl.ubc.ca/browse/wellbeing/ergonomics/courses/wpl-ergo-0025) through the Office Ergo Rep Canvas Course! Once you have enrolled, please make sure to review the Welcome & Program Training and Requirements section before selecting a timeslot. Once you have registered in a timeslot, no further action is required at this time.    **Why become an Office Ergo Rep?**   * Gain valuable expertise in ergonomics * Play a vital role in promoting wellbeing, increasing productivity, and preventing injuries * Help colleagues feel more comfortable and supported at work * Build leadership skills and make an impact in your department     **What’s involved?**   * Training: Attend a 3-hour, in-person training course. We will equip you with the practical skills, knowledge, and tools to assist your colleagues with basic ergonomic needs. * Ongoing support: No quizzes or assignments—just the satisfaction of helping others. Plus, our ergonomics team will always be there to back you up with complex cases or questions.     **Questions?**  If you would like more information, feel free to reach out to us at [ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca)  **Informational Items**  **Preventing and Responding to Sexual Misconduct**  UBC has updated its Sexual Misconduct Policy and has launched new training for all faculty and staff to ensure everyone understands UBC’s expectations under the revised policy.  A new mandatory training course has been created for faculty and staff. The new course, called Preventing and Responding to Sexual Misconduct, will take approximately 15-20 minutes to complete. It is accessible through Workplace Learning (WPL) and will educate all faculty and staff on the policy, including how to support a workplace free from sexual violence and how to respond to disclosures of sexual violence in a trauma-informed way.  Please encourage your teams to complete the training by February 28. Faculty and staff who have not completed the training by that date will receive reminder notifications via Workday until they have done so.     •    Find out more about UBC’s revised [Sexual Misconduct Policy](https://universitycounsel.ubc.ca/policies/sexual-misconduct-policy/)      •    To complete the training, visit [Preventing and Responding to Sexual Misconduct](https://wpl.ubc.ca/browse/investigations/courses/preventing-and-responding-to-sexual-misconduct)  Learners are encouraged to complete the training in an environment that feels safe for them and to reach out to the Sexual Violence Prevention and Response Office ([Vancouver](https://svpro.ubc.ca/) or [Okanagan](https://svpro.ok.ubc.ca/)) for support as needed.  **JOHSC 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** | | March 11th  10:00 am – 12:00 pm | March 14th  1:00 pm – 3:00 pm | February 18th  10:00 am – 11:30 am | February 20th  1:00 pm – 2:30 pm |  WorkSafeBC Inspection Reports (IR) There were 1 WorkSafeBC Inspection Reports received since the January 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**  Do you know many birds died every year because they cannot see but fly into clear windows?   * Some links about bird strikes at UBC and how you can take action:   + [**SEEDS Bird Friendly Toolkit**](https://sustain.ubc.ca/sites/default/files/SEEDS%20Uploads/UBC-SEEDS-Toolkit-Birdfriendly-FINAL.pdf)**:**This is SEEDS' first edition of the toolkit and the team would love to hear feedback from folks to make sure the DIY tips, links and templates are truly practical and useful, so please email with questions or input: [georgia.stanley@ubc.ca](mailto:georgia.stanley@ubc.ca)   + [**UBC Campus and Community Planning Bird Friendly Design webpage**](https://planning.ubc.ca/sustainability/sustainability-action-plans/green-building-action-plan/institutional-building-requirements/bird-friendly-design)**,**including the [Bird Friendly Design Guidelines](https://planning.ubc.ca/sites/default/files/2019-11/GUIDELINES_UBC_Green_Building_Action_BirdFriendlyDesign.pdf). This page usually includes a link to a SEEDS Bird Strike Research Summary (currently under construction) |

| 1. **ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Items from JOHSC / RMS or other? | | | | | |
| **Original Item #** | **Priority** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| **180** | **C** | A new item was added to re-open the discussion of a LFS Safety Coordinator. The main duties should include: to perform and follow up on safety inspections; to enforce safety rules; to host training sessions so they are consistently provided throughout the faculty; to review recurrent occurrence of deficiencies during inspections so as to target specific training during group meeting. Perhaps a joint position with Forestry. Faculty currently does not have the funding available for this position although it will make a lot of sense – AJ will present the proposal to LFS core team. Budgetary cut will make this not feasible. This will be closed for now. | **AJ** | **Feb 21, 2025** | **C** |
| **197** | **C** | **Review field safety report and provide a summary. The program director should be approving the protocol instead of LST. Field work safety plan reminder should be sent out in January 2025. LF will send out the notifications faculty-wide.** | **LF** | **Sept 30, 2025** | **IP** |
| **202** | **C** | **A new item has been requested to capture all issues relating to MCML 214 transition to incoming PI.**   * **Door signage update** * **Chemical inventory update** * **Plant samples and pest controls** * **Personnel working in MCML 214, work duties and projects, supervisor in LFS** * **Type of hazards, health and safety controls, training records**   **A meeting is being set up with Gurcharn and his postdocs still in LFS to discuss about plans on sending samples to Alberta and vacating lab space. AJ will meet with GB and DK on Jan 17, 2025 to get clarity. Paul will take over MCML 214 effective Apr 1, 2025. Gurcharn’s staff will relocate to ZT lab for work in MCML 308. GB still has active appointment to supervise staff/students.** | **AJ** | **Mar 30, 2025** | **IP** |
| **205** | **C** | **Loud beeping sound was observed in the main MCML 318 area near the electrical box. Submit a request to inspect. The sound is no longer heard. This item can be closed.** | **AJ** | **Feb 21, 2025** | **C** |
| **206** | **C** | **MCML 120 got light bulbs replaced 2 months ago and left the burnt ones in the labs. In MCML 120A the light needs to be replaced and a panel was removed but no follow up has been seen. LF will submit a request. A note to fix has been posted so this is attended to.** | **LF** | **Feb 21, 2025** | **C** |
| **207** | **C** | **Mouse poops still observed in MCML 148/144 and a big clean up will be necessary. There needs to be an organized clean up with users that frequently use the space. A meeting was scheduled on Nov 25 with all users of space to discuss about arrangement. A big cleanup has been done in the space in December 2024 but a space survey has been sent.** | **LF/JE** | **Mar 30, 2025** | **IP** |

| 1. **NEW & OTHER BUSINESS** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Items from JOHSC / RMS or other? | | | | | |
| **Item #** | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date to be Completed** | **Status** |
| **210** | **C** | **Why are soap and paper towels not provided broadly on campus? Or LFS? AJ will consult with the custodial group and building operations.** | **AJ** | **Apr 30, 2025** | **N** |
| **211** |  |  |  |  |  |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | Mar 21, 2025 |
| 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