

**Chemistry Local Safety Team Meeting Minutes****Approved****Name of Team:** Chemistry Local Safety Team**Chair(s):** Derek Gates & Monica Clarkson**Date:** January 19, 2023**Time:** 11:01 am**Location:** Online Zoom Meeting**AGENDA:**

<ol style="list-style-type: none"> 1. Roll Call 2. Approval of Previous LST Meeting Minutes 3. Additional Agenda Items & Approval of Agenda 4. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 5. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 6. Review Education and Training 7. Ongoing Business – Status of Action Items, Review of Previous Minutes 8. New and Other Business 9. Next Meeting 10. Meeting Adjournment
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1. ROLL CALL

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Button	Chemistry – M&P, Stores Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken MacFarlane	Chemistry - M&P, Director, Finance and Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Mittertreiner	Chemistry - M&P, Director, Technical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Herring	Chemistry – Research Tech	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Nadeau	Chemistry – Graduate Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cameron Zheng	Chemistry – Graduate Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Derek Gates	Chemistry – Faculty, Co-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Clarkson	Chemistry - M&P, Co-Chair & Safety Program Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Resources/Guests	Work Location	Present	Regrets	Absent
Peggy Paduraru	UBC Safety & Risk Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Richard Wambolt	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. APPROVAL OF PREVIOUS LST MEETING MINUTES

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

Are the minutes approved? Minutes were approved with no objections.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda adopted? The agenda was approved with additional items to New & Other Business.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. 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
129082 /129101	C	Mar 1, 2022 (onset)	Repetitive Motion Injury <ul style="list-style-type: none"> Ergonomics assessment done by Ergonomics Program Lead, Abigail Overduin. New furniture/equipment is being purchased and is currently be tested. LST Comments: The furniture has been tested and has been found to be working effectively for the individual. Additional furniture is currently being ordered. This item will remain open until the purchase order has been completed.	KM	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
129681 / 129682	C	Jul 22, 2022	<p>Grad student removed Pasteur pipette with phenylbis(trimethylsilyl)phosphine residues on it from glovebox and discarded it into plastic glass waste bucket with plastic bag liner. The plastic bag liner was ignited by chemical residues that remained in the pipette.</p> <ul style="list-style-type: none">Lengthy discussion regarding glass waste buckets; no recommendations established.DG conducted a straw poll of faculty at the Sep 29 Faculty Meeting. Faculty are in favour of metal glass waste containers. <p>LST Comments: Response from the Waste Management team from Building Operations was received on Dec 19, 2022. They have discontinued the metal pails. If the department would like to purchase and re-stock the metals pails, the Waste Management team would service them as needed. Monica to check if there are still any discontinued pails available for use.</p>	DG/MC	In Progress	IP

**4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

130280	C	Nov 2, 2022	<p>A student was in the process of disassembling the set-up and equipment (stir plate, lab jack, oil bath) they had used to conduct a reaction. The oil bath has a cord that is used to heat up the oil and thus heat up the reaction flask. While lowering the lab jack, the cord of the oil bath got stuck in the lab jack mechanism and was cut accidentally. The cord was plugged in so when the cut happened there was a flash of light, a loud noise, and some smoke was produced. Nobody was injured, but all in the room were startled. This incident was reported to me immediately. After confirming everyone was safe, I approached the student's workstation and proceeded to disconnect the oil bath and remove it from the shelves so it would not be used again. Since then, this equipment has been discontinued from regular equipment circulation.</p> <p>Actions and Resolutions:</p> <ol style="list-style-type: none">(1) Update the online lab manual to include a note about the importance of cord management while using a lab jack.(2) Add discussion point on cord management as part of the orientation slide deck used at the beginning of every term.(3) Update the TA Safety section on Trello to inform other workers about the incident and how to prevent future occurrences. <p>LST Comments: All items are corrective actions have been completed.</p>	MR/MC	Complete	C
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**5. 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 discussion and new recommendation(s)

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
Sep 2018	C	Demo Lab Areas	BH/KM	On hold	IP
		<ul style="list-style-type: none"> BH will oversee day-to-day processes KM/HW cleaned-up benchtop areas on Mar 10; sorted out chemicals for disposal on Mar 16 and plan to attend for further clean-up/disposal processing on Mar 25 in the Demo Room Jose has a TA organizing the Demo Kits <ul style="list-style-type: none"> Lab Tech & TA working on Demo Kits Inspection of the demo areas have been completed. All items listed above are on hold or in progress as follow up items. 			
		LST Comments: No updates at this time.	KM	In Progress	IP

* *GI- General Inspection*

LI - Lab Inspection

S&SI Shops & Services Inspections

6. EDUCATION AND TRAINING

(General discussion, RMS Courses, external training opportunities etc. For all actionable items please list below)

Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
Jan 10, 2023	E	UBC CHEM Fire Extinguisher was held on January 10 th .	MC	N/A	N/A
Feb 21, 2023	E	Next UBC CHEM Fire Extinguisher Training will be held on Feb 21 st at 1:30 pm	MC	N/A	N/A



6. EDUCATION AND TRAINING					
Jan 2023	E	<p>As of January 17, 2023, managers and supervisors will be invited to complete a new required training: Supporting Mental Health in the Workplace for Managers and Supervisors.</p> <p>On January 17, managers and supervisors will receive an email to enroll in the training, which will take approximately 30 minutes to complete. The training will be available in the Workplace Learning ecosystem (WPL).</p> <p>To learn more about UBC's mental health resources, visit https://hr.ubc.ca/health-and-wellbeing/mental-health or access courses available on Workplace Learning.</p>	N/A	N/A	N/A

7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Ongoing		Review/approve previous meeting minutes; MC to post to Department Bulletin Boards & ChemNet Portal; and send a copy to the JOHSC	MC	Ongoing	N/A
2020	C	Develop review process for SWPs before being posted onto Safety webpage; <ul style="list-style-type: none"> • SWP to have Risk Assessment information incorporated • Include resources about compatibility and storage of chemicals LST Comments: No updates at this time.	DG	Ongoing	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Dec 2021	C	<p>Earthquake Securing straps for large Dewars; and, Lab installations for Compressed Gas Cylinder tie-downs</p> <ul style="list-style-type: none"> • TM advised that Bldg E completed as at Sept 15/22; • Due to new equipment installation in C224 they will be installing the straps there next; and • TM is reviewing Bldg D – Knuckle compile list and that will be next <p>LST Comments: A proposal for securing compressed gas cylinders for D240 has been established. If approved the upgrades will occur by the end of February.</p>	TM	In Progress	IP
Feb 2021	C	<p>LN2 Safety Training – TM working on setting this up as an actual course with a quiz and certificate</p> <ul style="list-style-type: none"> • TM is working on the processes required for this course <p>LST Comments: No updates at this time.</p>	TM	In Progress	IP
Jan 2022	C	<p>BldgOps has implemented an inspection/maintenance review for Backflow Valves</p> <ul style="list-style-type: none"> • HW advised that KM was told that carpenters would start work during the week of Aug 29th but no one showed up; KM will follow-up in the next couple weeks; <p>LST Comments: No updates at this time.</p>	KM	In Progress	IP
Oct 2021	C	<p>RCMP BDU attended for removal of peroxide formers DG/KM to draft SWP for monitoring and inspection procedures for peroxide formers; and to prepare recommendations to be submitted to Dept Head for review/response UBC SRS is currently working on an updated SWP for peroxide-forming compounds and will share the documents with Chemistry once complete.</p> <p>LST Comments: No updates at this time.</p>	DG/KM/RW	In Progress	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Mar 2022	C	<p>RW (UBC/SRS) raised concerns regarding volume of Non-Regulated Waste being generated by ChemDept</p> <ul style="list-style-type: none">• DG spoke with specific PI's and reviewed issue at the Faculty Meeting (Mar 24/22) to address this problem• Efforts will be undertaken to reduce waste processed• DG is reviewing ongoing issues and corrective measures with UBC/ESF• Should waste stream poster be posted in labs?• UBC/ESF notified DG (Aug 15/22) that they have made some policy changes, updated the NR Waste Yellow Tags and will continue to monitor this process;<ul style="list-style-type: none">○ DG to review at Faculty Meeting (completed in May 2022).○ HW circulate an email on Aug 23/22 to Chem Dept with the new UBC/ESF NR waste protocol• This concern was discussed at a faculty meeting in May 2022. Currently waiting for a response from UBC ESF. <p>LST Comments: No updates at this time.</p>	DG/MC	Ongoing	IP



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
	C	<p>Disposable glove recycling program</p> <ul style="list-style-type: none">• KM advised that it is for all types of disposable gloves• KB advised that KM and her attended a tour to see how this program works and review options; they had discussions on how this could be set-up within Chem Dept and are currently looking at cost issues;• Vitacore will be used as a recycling program in the near future to help the department to recycle any uncontaminated disposable gloves, which are currently being thrown in the garbage. Chemistry stores will have a location where people can come to drop off any used gloves. <p>LST Comments: A bin for the gloves is currently placed in the shipping and receiving area of Chem Stores. An email will be circulated to notify the Department.</p>	KM/KB	In Progress	IP
Nov 2022	C	<p>It was suggested to create short summary of recent CAIRS incidents that have occurred in our teaching labs and send them to all our teaching faculty and staff.</p> <p>LST Comments: A summary of recent incidents and how to respond for emergency response was created and sent to all faculty and teaching staff.</p>	MC	Complete	C



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Nov 9, 2022	C	<p>Two staff raised concerns regarding the use of dichloromethane in the open lab. One experiment in first year and two experiments (3 lab sessions) in 2nd year.</p> <ul style="list-style-type: none">• First year labs are being moved off of the bench and into the fume hoods going forward.• Air changeovers were discussed for each lab. Preliminary calculations were also presented. MC to request for SRS to double check the proposed calculations.• MC to send lab procedures for 2nd year lab to RW and Sonam at SRS• MC and KM to discuss this concern with the course lab director to see what changes can be made to the experiments that use DCM outside of the fume hood. <p>LST Comments: This item is still in progress. We are discussing all of the available options with teaching faculty and staff.</p>	KM/MC/DG	In Progress	IP
Nov 2022	E	<p>Chemical Inventory Initiative</p> <p>The Chemical Safety Team is launching a new initiative to help laboratories manage their inventories and enable an increasingly evidence-informed approach to Chemical Safety programming moving forward.</p> <p>The Team will be reaching out to researchers located on Point Grey Campus to review their chemical inventory records and storage locations.</p> <p>SRS has requested for Chemistry to start gathering inventories for the Chemical Inventory Initiative.</p> <ul style="list-style-type: none">• MC sent RW & PP a list of spaces for Chemistry.• Next step is to start collecting inventories from teaching labs and researchers. <p>LST Comments: No updates at this time.</p>	RW/MC	In Progress	IP



8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Jan 2023	E	<p>SRS Updates</p> <p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>De-Energization & Lockout Equipment or machinery must be deenergized and locked out when repair and maintenance work is being done to prevent the equipment and machine from unexpectedly starting. Safety and Risk Services (SRS) has updated the UBC De-Energization & Lockout Program. This document will assist administrative heads of unit, managers, supervisors and workers understand de-energization and lockout requirements for workplaces, increase awareness of hazards associated with equipment operation and maintenance, and help assess risks to workers from hazardous energy so that safe work procedures can be developed. For more information on the UBC De-Energization & Lockout Program please visit the SRS website.</p> <p>SRS Website Updates As a part of ongoing review, Safety & Risk Services has updated and created a few new webpages. Notable changes are highlighted below:</p> <ul style="list-style-type: none"> Safe Work Procedure Webpage Update: More guidance on when written procedures may be required, a more simplified template and a clear review process which includes the role of the JOHSC. Full Details on the Website Investigation for Supervisors Webpage Update: Clarity on immediately reportable incidents and the role of the supervisor if an incident/accident occurs. Full Details on the Website Accident/Incident Reporting (For workers) Webpage Update: Clarity on immediately reportable incidents and how to respond to and report incidents Full Details on the Website 	SRS Updates	N/A	N/A



8. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">• Mobile Equipment and ATVs New Webpage: Outlines the considerations, responsibilities, hazards and controls. Full details on the Website• Safeguarding New Webpage: Outlines the considerations, responsibilities, hazards and controls. Full details on the website. <p>LST Comments: Information about the updates in UBC's De-Energization & Lockout Program and Safeguarding was circulated to the Chemistry Technical Staff</p> <p>WorkSafeBC Inspection Reports (IR) There were no WorkSafeBC Inspection Reports received since the last co-chair email.</p>			
Jan 2023	E	New SRS General SWP Template UBC SRS recently updated the General SWP Template that is now available for use. The new document highlights Immediately Reportable Incidents. In addition, the document highlights work that involves a reasonable risk to be immediately reportable must be reviewed by the applicable JOSHC.	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
Jan 2023	E	<p>Products Containing Mercury</p> <p>The <i>Products Containing Mercury Regulations</i> (the Regulations) aim to reduce the risks to the environment and human health from mercury found in imported and manufactured products. These Regulations, developed under the authority of the <i>Canadian Environmental Protection Act, 1999</i> (CEPA), came into force on November 8, 2015. These Regulations prohibit the import and manufacture of products containing mercury or any of its compounds, with some exemptions for essential products which have no technically or economically viable alternatives.</p> <p>For products exempted from this prohibition, labelling, reporting and record keeping requirements may still apply. Consult the Regulations for product-specific requirements.</p> <p>EXAMPLES OF PROHIBITED PRODUCTS</p> <p>Some examples of prohibited mercury-containing products include:</p> <ul style="list-style-type: none"> ▪ household thermometers and thermostats ▪ measuring devices such as barometers and hydrometers ▪ batteries ▪ switches and relays ▪ tire balancing products <p>MAIN REQUIREMENTS OF THE REGULATIONS</p> <p>While the Regulations prohibit the import and manufacture of mercury-containing products in Canada, there are exemptions that allow for the import and manufacture of a small number of products, under certain conditions, such as:</p> <ul style="list-style-type: none"> ▪ products listed in the Schedule of the Regulations, or ▪ products granted a permit approved by the Minister. 	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		<p>PRODUCTS REGULATED BY ANOTHER FEDERAL DEPARTMENT OR AGENCY</p> <p>Many mercury-containing products are already subject to other federal regulatory controls. The Regulations do not apply to such products as the risks they pose are already being managed by another federal department or agency.</p> <p>These products include, but are not limited to: waste, food, drugs, cosmetics and pest control products. Refer to section 2 of the Regulations for more details.</p> <p>LABELLING REQUIREMENTS</p> <p>Mercury-containing products allowed by the Regulations are required to have the following statement in a readily visible location on the product and/or the package: "CONTAINS MERCURY"</p> <p>Other required labelling information includes safe handling procedures, measures to be taken in case of accidental breakage, and options available for disposal and recycling.</p> <p>In addition, certain specified products must display the symbol "Hg", including items such as fluorescent lamps and cold cathode tubing.</p> <p>Refer to sections 8 and 9 of the Regulations for more information.</p> <p>REPORTING REQUIREMENTS</p> <p>Manufacturers and importers of mercury-containing products allowed by the Regulations are required to report every three years on their activities (import, manufacture) and to provide product information (quantities, mercury content, etc).</p> <p>The two first reports for the years 2016 and 2019 were required by March 31, 2017 and 2020. The next report will be required by</p>			



8. NEW & OTHER BUSINESS					
		<p>March 31, 2023 and will cover the year 2022.</p> <p>For more information on the Regulations, consult the Products Containing Mercury Regulations Web section: canada.ca/mercury-products.</p> <p>If you have any questions or concerns, please contact your regional Environment and Climate Change Canada office by email: mercure-py-mercury@ec.gc.ca</p> <p>All regulations under CEPA are subject to the <i>Compliance and Enforcement Policy for the Canadian Environmental Protection Act, 1999</i>. For further information, consult the Compliance and Enforcement Policy for CEPA at: www.canada.ca/en/environment-climate-change/services/canadianenvironmental-protection-act-registry/publications/complianceenforcement-policy.html.</p> <p>LST Comments: This message was forwarded to relevant staff and research groups within the department.</p>			
Jan 2023	E	<p>Cyanide Test Strips Kit</p> <p>Cyanide test strips are now available for use within the department. The kit is located in CHEM A237. If you would like to borrow the kit, please email chemsafe@chem.ubc.ca.</p> <p>LST Comments: This message was forwarded to relevant staff and research groups within the department.</p>	N/A	N/A	N/A



9. NEXT MEETING	
Date:	February 16, 2023
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:22 am

LEGEND

PRIORITY:		STATUS:	
A	High Risk, Immediate Response within 1-2 days: Potential for causing loss of life, body part and/or extensive loss of structure, equipment or material.	N	New
B	Moderate Risk, response as soon as possible within 1 week: Potential for causing a serious injury, illness or property damage.	R	Repeat
C	Low Risk, response as soon as possible; Next regular inspection or further investigation required: Probable potential for causing a non-disabling injury or non-disruptive property damage.	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Send a copy of the meeting minutes 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