



## Chemistry Local Safety Team Meeting Minutes **Approved**

Name of Team: Chemistry Local Safety Team

Chair(s): Derek Gates &amp; Monica Clarkson

Date: Feb 15, 2024

Time: 11:01 am

Location: Online Zoom Meeting

**AGENDA:**

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

**1. ROLL CALL**

Worker Representatives	Work Location	Present	Regrets	Absent
Guillaume Bussiere	Chemistry - Teaching Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Mohamad Rezaei	Chemistry - M&P, Director, Technical Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tori Christianson	Chemistry – CUPE 2950, Outreach and Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Dever	Chemistry – Shops and Services Tech	<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"/>
Jacqueline Higgins	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 type="checkbox"/>	<input checked="" 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
Richard Wambolt	UBC Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glenn Sammis	FOS JOHSC & University Chemical Safety Committee	<input type="checkbox"/>	<input checked="" 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---------------------------	--	--------------------------------

**3. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

Is the agenda adopted?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
------------------------	--	--------------------------------

**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
129681/129682	C	Jul 22, 2022	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. <ul style="list-style-type: none"> <li>• Lengthy discussion regarding glass waste buckets; no recommendations established.</li> </ul>	DG/MC	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<ul style="list-style-type: none"> <li>• DG conducted a straw poll of faculty at the Sep 29 Faculty Meeting. Faculty are in favour of metal glass waste containers.</li> <li>• 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.</li> <li>• Metal pails are currently still available to UBC Chem and are still being circulated. There is approximately a 50/50 ratio of metal to plastic pails, which are in circulation within the department. After further discussions with UBC Waste Management, they have agreed and confirmed that it is okay for us to label and use the existing metal pails with "UBC CHEM". Once the metal pails have been labelled, the waste management team will be trained to deliver the metal pails to the department. Signage with instructions will be posted in the glass waste room to encourage synthetic lab users to use the metal pails.</li> <li>• Chem Tech Services have provided us with a stencil for this project. Spray painting has started and is in progress.</li> </ul> <p><b>LST Comments:</b> Spray painting is in progress.</p>			
132233	C	Oct 20, 2023	<p><b>Cut with Broken Mercury Thermometer</b> A student was removing a thermometer from a still-head adaptor. The student said it was tight, pulled hard, and broke the thermometer, cutting the student's index finger in the process. The affected area was washed immediately and UBC First Aid was called. It is unknown whether the mercury had contact with the skin or area that was cut.</p>	MC/CZ/DG	In Progress	IP

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

		<p>Campus security responded to the first aid call around 10:50am, and escorted the student to the hospital to get tested for heavy metal poisoning, and to see if the wound needs further attention (it has stopped bleeding by the time campus security arrived).</p> <p>There was a drop of mercury, which spilled out of the broken thermometer. The spill was cleaned up immediately.</p> <p>During the investigation it was noted that the thermometer should be removed from the distillation apparatus once it has cooled. When removing the thermometer from the apparatus while it is warm, the thermometers have a tendency of getting stuck at the position of the ground glass joint.</p> <p><b>Actions and Resolutions:</b></p> <ol style="list-style-type: none"><li>(1) Lab instructor to check if lab manual has instructions to indicate if the distillation apparatus and thermometer should be cooled before dismantling it.</li><li>(2) Lab instructor to remind students not to use excessive force when handling glassware</li><li>(3) Staff to check if alcohol thermometers can effectively replace the mercury thermometers being used in the lab.</li><li>(4) Provide mercury spill cleanup procedures to lab instructor and lab technician.</li><li>(5) Print and place mercury spill cleanup procedures into the existing mercury spill kits. Label the spill kit with appropriate signage</li><li>(6) Properly dispose of brush that may have been contaminated with mercury.</li></ol>			
--	--	---	--	--	--



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>(7) Identify the joint of the distillation apparatus and check to see if any further recommendations are required (ie. Use of grease).</p> <p><b>LST Comments:</b> Corrective actions items 1 through 6 have been completed. It has been suggested to the instructor to update the lab manual with a note to not use excessive force and to wait for the apparatus to cool down before dismantling the distillation apparatus. It was discussed that if the joints of the still head and the thermometer are ground glass it is recommended to use grease or a Teflon sleeve. Generally, if ground glass joints are heated without grease or a Teflon sleeve, they can fuse together. MC and DG to further investigate. This investigation is in progress.</p>			
133762/133761	C	Jan 29, 2024	<p><b>Ethyl Acetate Spill</b> The ethyl acetate pump (manual) had been identified as needing servicing. The pump had been removed from a barrel three days prior and pumped to remove any residual solvent. It was left in the dispensing room to evaporate from Friday afternoon to Monday afternoon. The worker collected the pump, again pumped it to ensure it was empty, and assumed it was empty. The worker was carrying the pump to the mechanical shop for servicing when solvent did come out of the pump head and spilled on the workers pants around the knees. They informed the safety officer who advised them to use the emergency shower. They used the shower in D-wing 1st floor which is the nearest shower to the incident location. The worker refused medical treatment and UBC First Aid several times, as they were feeling fine. The pump was left to air out further.</p>	MC/KB/PD	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p><b>Actions and Resolutions:</b></p> <p>(1) Solvent Filling SWP to be updated with new procedure on how to dry out a pump before maintenance. Including what PPE to wear when transporting the pump between locations.</p> <p>(2) Emergency response procedures to be circulated to Stores staff.</p> <p>(3) Get pump repaired if possible or replaced if deemed necessary.</p> <p>(4) Remind worker to wear PPE when transporting the pump between locations.</p> <p><b>LST Comments:</b></p> <p>Corrective actions items 2, 3, 4 have been completed.</p>			
133807/133799	C	Feb 2, 2024	<p><b>Skin Irritation</b></p> <p>The person involved noticed a rash on their wrist after handling solid chemicals. All proper PPE was worn during the chemical handling and the specific chemical source is unknown. The affected area was washed with soap and campus first aid was called for assessment.</p> <p>Notes from investigation:</p> <ul style="list-style-type: none"><li>-All appropriate PPE was being worn, including safety glasses, lab coat, nitrile gloves, long pants and closed-toed shoes.</li><li>-The individual had not noticed a chemical spill or chemical contact on their gloves and lab coat during the cleanup.</li><li>-The rash was noticed after the task was being completed, in which time UBC First Aid was called.</li><li>- UBC First Aid attended and noted that the affected area looked like an allergic reaction and had no additional instructions for the individual.</li></ul>	MC/MS	In Progress	IP



4. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			<p>- Out of precaution the individual did seek medical attention.</p> <p>- The individual is uncertain what the rash was caused by.</p> <p><b>Actions and Resolutions:</b></p> <p>(1) Check allergies related to glove material.</p> <p>(2) Check lab coat Velcro for abrasion to skin and lab coat fit.</p> <p>(3) Chemical sensitizers may have caused the rash. Ask individual to monitor and be aware of working with sensitizers.</p> <p><b>LST Comments:</b></p> <p>It was discussed that this could have been caused by a chemical sensitizer. An additional corrective action (item 3) was added. All corrective actions are in progress.</p>		

5. 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 discussion and new recommendation(s)</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status



5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Sep 2018	C	Demo Lab Areas <ul style="list-style-type: none"> <li>BH will oversee day-to-day processes</li> <li>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</li> <li>Jose has a TA organizing the Demo Kits               <ul style="list-style-type: none"> <li>Lab Tech &amp; TA working on Demo Kits</li> </ul> </li> <li>Inspection of the demo areas have been completed. All items listed above are on hold or in progress as follow up items.</li> </ul> <b>LST Comments:</b> In progress.	BH/KM	On hold	IP
			KM	In Progress	IP
Sept 2023	C	Chem D & E Research Labs All research spaces within Chem D & E were inspected in September. This will be the second round of inspections for these spaces. Nov update: 30 % of deficiencies were completed. Dec update: 90 % of deficiencies were completed. <b>LST Comments:</b> Deficiencies have been completed.	MC	Complete	C
Nov 2023	C	Chem A Research Labs All research spaces within Chem A were inspected in November. This will be the second round of inspections for these spaces. The second round of inspections were successful. A lot of labs were found to have no deficiencies with respect to the inspection checklist. <b>LST Comments:</b> 90 % of the deficiencies have been completed.	MC	In Progress	IP





5. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Nov 2023	C	Office Inspections All offices in the Chemistry Complex were inspected in the last week of November. Only minor deficiencies were noted.  <b>LST Comments:</b> All corrective actions have been completed.	MC/TC/KM/NG	Complete	C
Jan 2024 Feb 2024		CHEM Shops & Services The chem Shops and Services areas were recently inspected, including the NMR labs, Bio Services, Chem Stores, Solvent Shack, cylinder cages, Electronics Shop, Glass Shop, the Mass Spec lab the SIF, LASIR labs, and the X-Ray labs.  <b>LST Comments:</b> No deficiencies were noted with respect to the inspection checklists. Going forward, inspections will be done twice a year.	MR/PD	Complete	C

\* *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
N/A	E	Please contact <a href="mailto:safety@chem.ubc.ca">safety@chem.ubc.ca</a> to sign up for UBC CHEM Fire Extinguisher training.	MC	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
E	E	Prepare meeting minutes and to post approved minutes to UBC Chemistry Safety website and upload a copy to the FOS JOHSC site.	MC	Ongoing	N/A
2020	C	<p>Develop review process for SWPs before being posted onto Safety webpage;</p> <ul style="list-style-type: none"><li>• SWP to have Risk Assessment information incorporated</li><li>• Include resources about compatibility and storage of chemicals</li><li>• The Chem LST has a student worker available this summer to help draft SWPs for the department. DG to provide a list of priority SWPs that should be drafted.</li><li>• The student worker has drafted an SWP for handling alkyl lithium compounds, which are in the first stages of development. They will be contacting DG soon for next steps.</li><li>• It was requested for the student worker to draft an SOP for needle and syringe use.</li><li>• SOPs are being developed and have been saved on a departmental shared drive. If you are interested in using any of the documents, please email <a href="mailto:safety@chem.ubc.ca">safety@chem.ubc.ca</a>.</li></ul> <p><b>LST Comments:</b> No updates at this time.</p>	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"> <li>• TM advised that Bldg E completed as at Sept 15/22;</li> <li>• Due to new equipment installation in C224 they will be installing the straps there next; and</li> <li>• TM is reviewing Bldg D – Knuckle compile list and that will be next</li> <li>• A proposal for securing compressed gas cylinders for D240 has been established. If approved, the upgrades will occur by the end of February.</li> <li>• Parts have been ordered for the items remaining in Chem D’s knuckle.</li> <li>• Buildings Chem B and E have been completed.</li> <li>• The outstanding items for Chem D’s knuckle are now completed, which completes the Chem D building. Chem C224 is in progress. The next steps are to start working on Chem A.</li> <li>• Buildings Chem C and D have been completed. Inspections of Chem A have begun and are currently in progress.</li> <li>• Nov 2023 Update, the scope of the project has been re-defined and is in progress. The Mech Shop will continue to work with Building Operations to complete this project.</li> </ul> <p><b>LST Comments:</b> Proposal was drafted for CHEM C, and was sent to Building Operations as a service request for carpenters.</p>	MR	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"> <li>• TM is working on the processes required for this course</li> </ul> <p><b>LST Comments:</b> This item has been referred forward.</p>	MR	Referred Forward	RF



July 2023	C	<p><b>PPE Requirements in Chem Stores</b></p> <p>It was confirmed through UBC SRS that there are no regulatory requirements for wearing PPE in Chem Stores for shopping. Depending on the task being done, staff are required to wear basic PPE and any additional PPE as required.</p> <p>It is recommended that at minimum everyone should wear safety glasses (new suggestion), lab coat (new suggestion), long pants and fully foot encompassing liquid-resistant shoes, especially in areas where solvents/chemicals are located (Solvent Shed &amp; Chemical Room).</p> <p>DG to discuss this at next faculty meeting.</p> <p>It was discussed that while shopping in Chem Stores, customers should wear safety glasses, a lab coat, long pants and fully foot encompassing liquid-resistant shoes. However, this request may be hard for staff to enforce since a lot of customers do not come to buy hazardous materials. Instead, some customers come to buy gloves or pick up non-hazardous items. In addition, there are common areas of Chem Stores where individuals transporting hazardous materials would be in very close proximity to other individuals (staff, visitors, other customers, etc.). In these cases, it would be recommended that everyone should wear all the suggested PPE, rather than trying to decipher if an individual has come to pick up a hazardous material or not. Also, in the event of a hazardous spill or incident, individuals would have a barrier of protection.</p> <p>Aug 2023 Update: In addition to the current requirements of wearing closed-toed shoes and long pants, anyone entering Chem Stores will be required to wear eye protection effective immediately. Spare safety glasses will be provided. An email will be sent to notify the department. An audit to assess PPE requirements for all service areas are in progress.</p> <p>Oct 2023 Update: This was discussed at the faculty meeting on Sept 28, 2023. Majority of the faculty support wearing full PPE use while shopping in Chem Stores. A subcommittee will be formed and discussions will be continued offline. A subcommittee was established and further discussed the concerns on January 16, 2023.</p> <p><b>LST Comments:</b> No updates at this time.</p>	N/A	N/A	IP
-----------	---	--	-----	-----	----



7. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
July 2023		<p><b>Earbuds and headphone Use</b></p> <p>There was an incident on campus where an individual was calling for help for over 8 minutes. Unfortunately, the other individuals in the lab could not hear the call for help because they were wearing headphones/earbuds that restricted them for hearing anything else. The individual was very distressed at the time. At UBC Chem, depending on the supervisor, there are both the “no earbud/headphones policy” or the “only one earbud policy”. Wearing headphones or both earbuds at a time are not allowed. The Chem LST will review this policy.</p> <p>DG to discuss this at the next faculty meeting.</p> <p>Oct 2023 Update: This item was discussed at the faculty meeting on Sept 28, 2023. A subcommittee will be formed and discussions will be continued offline. It was suggested that we involve the CGSS for their perspective.</p> <p>A subcommittee was established and are in the process of collecting information related to wearing personal (non-PPE) earbuds in the workplace.</p> <p><b>LST Comments:</b> No updates at this time.</p>	BH/ MC/ DG/CZ/ ZH	In Progress	IP
Oct 2023	C	<p><b>Diethyl Ether Use</b></p> <p>Chem LST to assess if there are any exposure concerns for using diethyl ether in closed vessels on the bench top of the teaching labs.</p> <p><b>LST Comments:</b> No updates at this time.</p>	MC/DG	In Progress	IP

8. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
Feb 6, 2024	E	CHEM C, D, and E Fire Alarm	N/A	N/A	N/A



8. NEW & OTHER BUSINESS					
		The fire alarm was activated on Feb 6, 2024 at 12:26 pm in CHEM C, D and E, while CHEM B was on standby. VFRS and UBC FLS attended. The smoke detector outside CHEM D217 was triggered.			
N/A	E	<p><b>CHEM LST Member Updates and Concerns</b> Are there any safety concerns or updates that were not discussed?</p> <p><b>LST Comments:</b>  <b>Derek</b> - tabled  <b>Monica</b> – nothing to report  <b>Ken</b> – A visitor injured their foot while delivering an oversized package outside of CHEM Stores, UBC First Aid (Campus Security) was called immediately. Should this be reported to CAIRS? RW, noted that we should report the incident and that SRS will follow up with the investigation. KB to follow up with RW.  <b>Mohamad</b> – nothing to report  <b>Karen</b> – nothing to report  <b>Guillaume</b> - tabled  <b>Ben</b> - tabled  <b>Tori</b> – nothing to report  <b>Patrick</b> - tabled  <b>Cameron</b> – nothing to report  <b>Jacqueline</b>– nothing to report  <b>Rich/SRS</b> – nothing to report</p>	N/A	N/A	N/A
N/A	E	<p><b>SRS Updates</b></p> <p><b>Recommended items to discuss at JOHSC/LST Meeting</b>  <b>Building Emergency Response Plan (BERP)</b>  The 2024 <a href="#">BERP</a> template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. One of the most notable changes in the BERP this year is the requirement to email a copy of the completed BERP to <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a> with any completed individualized evacuation plans removed.</p>	SRS Updates	N/A	N/A

**8. NEW & OTHER BUSINESS**

Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for disability and accessibility considerations.

**Duty to Cooperate & Duty to Maintain Employment**

Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses. Please refer to the attached document in this email, which provides further insights and guidelines. For assistance and further details regarding the Stay at Work/Return to Work Program, please contact [Grace Wang](#), Manager, RTW & Accommodations.

**Informational Items****Pink Shirt Day**

On February 28, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The [UBC Respectful Environment Statement](#) outlines our principles about creating a respectful environment for all. Visit <https://www.pinkshirtday.ca/> for more information.

**LST Training**

Resister [here](#) for LST Training.

**WorkSafeBC Inspection Reports (IR)**

There was one WorkSafeBC Inspection Report received since the last co-chair email. As always, the "WSBC IR Summary" attachment provides a brief summary for the inspection report and some discussion points to consider.



8. NEW & OTHER BUSINESS				
		<p>1) <a href="#">DECEMBER 19, 2023 – IR #202316973137A</a></p> <p>Description:</p> <ul style="list-style-type: none"><li>• This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on November 10, 2023 when a worker sustained an injury after falling while going up the stairs.</li><li>• There were zero (0) orders issued to the University.</li></ul> <p>JOHSC/LST General Learnings/Discussion Points: Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</p> <p>1) <a href="#">JANUARY 23, 2024 – IR # 202416973009A</a></p> <ul style="list-style-type: none"><li>• Description: On January 22, 2024, a worker sustained an injury after falling four feet above grade while pulling material from under a tarp. The worker received first aid on scene, and was then transported to a hospital for medical treatment.</li><li>• There were zero (0) orders issued to the University.</li></ul> <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"><li>• As a reminder, any workplace incident that has caused a serious or life-threatening 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.</li><li>• More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the <a href="#">SRS Website</a>.</li><li>• Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></li><li>• Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident,</li></ul>		





8. NEW & OTHER BUSINESS					
		unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.			

9. NEXT MEETING	
Date:	March 21, 2024
Time:	11:00 am
Location:	Online Zoom Meeting

10. MEETING ADJOURNED	
Time:	11:25 am

**LEGEND**

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