

MEETING MINUTES

SAFETY COMMITTEE MEETING
Tuesday, May 30, 2017
3-4pm in FSC 4101

Attendees: Patrick Culbert, Rolando Descalzo, Lawrence Gunther, Diana Hastings, and Jerry Maedel
Regrets: Janette Bulkan, Reilly Ische, Rob Kozak, Teela Narsih, Scott Rennecker
Co-chair: Greg Smith
Note taker: Nicole Lee

1. Call meeting to order Greg

2. Approval of agenda and minutes All
- May Agenda, correction to item 5c
- April Minutes, correction to item 5c

3. Review of action items All

- a) Replacement locks for FSC labs and offices Greg
- i) Greg to submit request to the SMT that replacement of all locks in the basement labs and offices be done as a priority
 - ii) Greg to contact Secure Access and request for the list of failed locks in FSC in the past year
- four rooms identified by Building Ops with failed locks: 1617, 3411, 4411, HAZMAT room

ACTION ITEM 1: Committee to define high risk rooms from the Annual inspection list

ACTION ITEM 2: Greg to obtain list from department administrators for all failed locks

b) Naloxone kit accessibility and policy Greg

ACTION ITEM 3: Greg to review the policy and contact RMS

c) Review of Quartzy Software package for lab chemical inventory use Greg
- Implementation of the use of Quartzy, inventory to be updated annually

ACTION ITEM 4: Greg to email PIs on the implementation of the Quarty software inventory, and will send the introduction material for labs to review.

d) Annual inspection reports

All

- all reports to be completed and submitted to Nicole (Dean's Office) by end of June

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room, parking garage	Greg Smith		
Basement labs, 1 st floor sample rooms	Rolando Descalzo		
2 nd floor FRM labs	Janette Bulkan and Jerry Maedel		
2 nd floor shared offices	Rob Kozak		
3 rd floor FCS labs	Rolando Descalzo		
3 rd floor shared offices	Patrick Culbert		
4 th floor WS labs	Diana Hasting and Lawrence Gunther		
Wood Science Basement Labs	Lawrence Gunther		
4 th floor shared offices	Scott Renneckar		
CAWP labs and offices, and High Head labs	Lawrence Gunther		
HAZMAT room	Greg Smith and Scott Renneckar		

e) Inspecting gas cylinders in HAZMAT room

Diana/Rolando

- Inspections conducted, unidentified cylinders found (from Liquid Air)

ACTION ITEM 5: Rolando to contact Liquid Air to remove cylinder as soon as possible

ACTION ITEM 6: Lawrence to modify and secure the holders for the smaller cylinders (Saddler group)

4. Incident/Accident Reports

All

a) Student trapped in lab after hours (Incident ID: 119865)

Diana

- FSC 4411 lab – distilled water and autoclave room

- incident happened after 5pm, door mechanism failed

- student was able to call for help, Trouble Calls contacted for locksmith, Security arrived and tried using their master key but failed;

- student used a wire to unlock door

5. New business

All

a) Cold storage room

Diana

- Memo from RMS to inform managers, supervisors, Joint and/or Local Occupational Health and Safety Committees to inspect cold storage rooms for emergency egress to prevent potential incidents of entrapment, and to maintain safe work environment
(see attached memo)

b) Identification of all high-risk rooms and enclosed spaces in FSC

Greg

- these are rooms or enclosure space accessed by a door, with possible lock failure and trap people inside that space

c) Update on the implementation of Multiple Joint Occupational Health and Safety Committees

- will be discussed at next meeting

Greg

6. Next meeting

Greg

- June 26, 1-2pm

7. Adjournment

Greg

- 1:45pm



Hazard Alert Memo — Cold Storage Room Emergency Egress

This memorandum is intended as a notice to managers, supervisors, and Joint (JOHSC) and/ or Local (LOHSC) Occupational Health and Safety Committees to inspect cold storage rooms (e.g. walk in refrigerators, freezers, etc.) for emergency egress in order to prevent potential incidents of entrapment, and to maintain a safe work environment.

Joint and Local Occupational Health and Safety Committee Co-Chairs are to distribute this memo to their respective areas and document the discussion of it in their meeting minutes. To assist with the identification of these hazards, use a building key plan and highlight areas where exiting hazards exist and document the action required.

NOTIFICATION

In May of 2017, at UBCV, a cold storage room was identified as having a defective quick release mechanism. In the event that the release on the inside of the door or other emergency stop/release mechanism fail or is worn, a means for egress may be compromised.

CANADIAN STANDARDS ASSOCIATION B52, THE MECHANICAL REFRIGERATION CODE (2005), 9.2

Any cold storage room that provides a means of entry of personnel and is maintained by a refrigeration system at temperatures detrimental to health shall be equipped with a door that can be readily opened from the inside and at least one of the following protective measures, depending on local conditions:

- a suitable alarm system that can be operated from within the refrigerated room, and
- a second door or knockout panel that can be readily opened from within the refrigerated room.

However, an alarm system alone shall not be considered an adequate form of protection unless personnel are available at all times to respond to alarms.





REQUIRED ACTION- RECOGNITION, EVALUATION, AND CONTROL

Supervisors must ensure the health and safety of their workers, so supervisors must inspect and document all cold storage rooms for emergency egress on a regular basis (i.e. monthly). Supervisors must communicate any hazards noted from these inspections to workers because workers must be aware of all known and foreseeable health and safety hazards in the area where they work.

If a piece of emergency equipment is identified as defective, worn, etc., managers and supervisor must:

1. Prevent access to the room until defect is repaired.
2. Document any hazard findings from inspections with recommended corrective actions, and place a service request in through your Building Administrator or Facility Manager.
3. Send inspection reports to the Safety Committees for review and further action.
4. Review working alone procedures for all personnel engaged in this task.

RESOURCES AND SUPPORT

- <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.14>
- <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.9>

For assistance in inspecting the equipment or investigating corrective actions, please contact Risk Management Services and we will be glad to help.

Thank you for your cooperation and effort to continually improving health and safety.

Risk Management Services

336 – 2389 Health Sciences Mall; Vancouver, BC Canada V6T 1Z3

Contact: Tel 604 822 2029; Email riskmanagement@rms.ubc.ca