

# MEMORANDUM

Department of Electrical and Computer Engineering

5505 - 2332 Main Mall Blvd.  
Vancouver, BC – V6T 1Z4

	x	Martin Ordonez	x	Joe Salfi
	x	Darla La Pierre	x	David Feixo
	x	Paul Lusina	x	Matthew Kutarna
		Roberto Rosales	x	Richard Colwell (Invited Member)
		Ailish Statham		
Cc:	Steve Wilton			
From:	Martin Ordonez (Co-Chair) Ross Sheppard (Co-Chair)			
Re:	Minutes of the Department of Electrical and Computer Engineering Local Safety Team Meeting of June 9, 2020.			

## New Business:

Plan to bring back researchers:

- Each LST responsible for building a plan for the KAIS building coming back (KAIS)
- PIs submit proposal, LST reads them and works with the labs to finalize plan
- The PIs submitting the request can participate in reading all the plans, and could informally join the LST
- Document being written up this week – plan to distribute to the dept by Wednesday this week

SRS safety training, personnel have to take training within 30 days of returning to research

- As long as training is completed as soon as possible, we are ok. The 30 day window seems a measure that will be a requirement before anyone can be approved for coming back to the lab
- It is up to us as a department if we want to make the training mandatory before approving anything; we would get push back from our researchers on this if other faculties already start coming back

There is a sense that nobody should go back until there is a form of safety training. There isn't a one size fit all solution, and the LST in ECE can fill the gap

We need contact info from SRS who we can contact in emergency

Any spaces in wesbrook and life should have an LST member

- Wesbrook doesn't have an LST. Our LST should take care of the wesbrook labs.

LST for covid-19 will sign documents and make final decisions on the people who have high occupancy in ECE

Anyone who wants to come back will need to go through the approval template, through the LST for comments, and then to dept. head and the dean who will ok any return to research

- Going with APSC form is best so we don't duplicate with our own ECE form
- 13 labs, only 4 with experimental equipment

Refusal of unsafe work will be part of this

- Anyone can refuse to come in if they want to

How much power do we have to enforce the rules

- We shouldn't be policing; it is up to the PIs to ensure it is taken care of. If we catch things we should report them, but we aren't expected to enforce
- Report violations to department head

Signs for the floors for traffic flow, wipes, gels:

- SRS will be sending out signage that is consistent. Top priority is to put signs everywhere.
- Equipment for the building is being worked on by Matthew, David, Roberto and Darla

Item number	Action	Who	Due	Status
2020-06-17	<p style="text-align: center;"><b>Students working on Capstone Projects</b></p> <ul style="list-style-type: none"> <li>• What is UBC / APSC / ECE policy on students working at home on projects? Activities I'm concerned about are soldering, circuit testing, etc.</li> <li>• What is UBC / APSC / ECE policy on students receiving equipment or project materials from external clients? e.g. through a courier service</li> <li>• If ECE loans equipment to students for prototyping (power supplies, oscilloscopes, etc) - what training / liability does the department have?</li> <li>• Are there any conditions under which undergraduate students could work in client labs?</li> </ul>	P. Lusina	TBD	Ongoing

2018-01-16	<p align="center"><b>Graduate Safety Training:</b></p> <p>Update on online training</p> <ul style="list-style-type: none"> <li>- Check for bullying training completion</li> </ul> <p>Post training info on safety website under a new graduate student section (wait for new website to go online)</p> <ul style="list-style-type: none"> <li>- Link to student services website, materials are on APSC sharepoint</li> </ul> <p>Use TA's to deliver the training – difficult when TA's aren't interested themselves/aren't enforcing the rules</p> <ul style="list-style-type: none"> <li>- Video material would help</li> </ul> <p>Video material:</p> <ul style="list-style-type: none"> <li>- RMS has changed to SRS, titles need to be updated</li> <li>- Lab safety video needs to be updated when we return to MCLD (patch the current videos during MCLD reno).</li> </ul>	TBD	TBD	Ongoing
2015-02-16	<p align="center"><b>New Safety Team Members</b></p> <p>New Dean's Office Member (TBD) – Richard will ask office</p> <p>Grad Student rep – we will ask our lab ambassadors this week, hopefully someone who is planning on coming back or is in an experimental lab</p> <p>Microbi in the Life building – Richard to contact SRS to see if there should be a rep on an LST</p>	TBD	TBD	Ongoing
2014-12-09A	<p align="center"><b>Incident Reporting</b></p> <p>Reminders to be sent out:</p> <ul style="list-style-type: none"> <li>- QMI Caustic Spill</li> <li>- Tongs laceration</li> <li>- Penthouse Roof incident report (wasn't a UBC worker so no follow up) – Matthew to draft something from Steve to send out to the PI, and one to the faculty as well?</li> </ul>	R. Sheppard M. Ordonez	TBD	
2015-12-08	<p align="center"><b>Common Area Building Inspections (Once a month)</b></p> <p><i>Ongoing action item – results to be forwarded to joint safety committee</i></p>	M. Kutarna	Monthly	Ongoing
2019-04-23	<p align="center"><b>Summer Department Meeting Topic – Security/Safety</b></p> <p><i>Can we bring in a security/safety person to one of our summer BBQs when more people are around? (Assuming this will be stalled until we are back to office)</i></p> <ul style="list-style-type: none"> <li>- Man Mahand</li> <li>- Pass on emails to us from</li> </ul>	M. Kutarna	Stalled	Ongoing

2019-09-19	<p align="center"><b>Department Meeting - Volunteers/Supervisor Responsibility</b></p> <p>Bring this topic to a department meeting in the fall (October) to inform supervisors of their duties/liability.</p> <p>Follow up email from Steve after meeting saying that supervisors have full responsibility</p> <ul style="list-style-type: none"> <li>- Informative rather than punitive</li> <li>- Who can come and talk from SRS?</li> <li>- Send Richard an invite about this, Ross to ask Steve about the vibe</li> </ul>	Richard (BBQ in the summer – early May before people leave, order something good for food – thai food)	Stalled	Ongoing
2019-04-23	<p align="center"><b>Field Safety</b></p> <p>Field Safety template email is ready for Steve to send out.</p> <ul style="list-style-type: none"> <li>- Mention that we are following APSC rules only, not our own ECE</li> </ul> <p>Update new safety website to include field safety</p>	M. Kutarna R. Sheppard	Stalled	Ongoing
2018-11-30	<p align="center"><b>ECE Safety Audit</b></p> <p>All labs complete except Tor and Dave – correction items still pending.</p> <p>Assessment of new labs when we move for MCLD reno</p>	M. Kutarna	Stalled	New
2019-06-17	<p align="center"><b>Updates to new grad student welcome packages</b></p> <p>Updates:</p> <ul style="list-style-type: none"> <li>- List of trainings?</li> <li>- Safety info</li> <li>- Add note to contact supervisor to discuss safety in research lab</li> <li>- Refer to mandatory list of SRS trainings, link to that.</li> <li>- Self-enroll course on canvas, questions</li> </ul>	R. Sheppard M. Kutarna	Sept. 2020	Stalled