

# LST Meeting Agenda

Department of Electrical and Computer  
Engineering

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

		Martin Ordonez		Joe Salfi
		Ross Sheppard		Celeste Garcia Perez
		Darla La Pierre		David Feixo
		Paul Lusina		Matthew Kutarna
		Roberto Rosales		Richard Colwell (Invited Member)
		Ailish Statham		
From:	Martin Ordonez (Co-Chair) Ross Sheppard (Co-Chair)			
Cc:	Steve Wilton			
Re:	Minutes of the Department of Electrical and Computer Engineering Local Safety Team Meeting of July 19 <sup>th</sup> , 2022			

## New Business:

P. Lusina – If anyone has a capstone project idea they want to submit, including those in admin staff/facilities, contact Paul

Item number	Action	Who	Due	Status
2022-07-19	<p style="text-align: center;"><b>BERP</b></p> <p>Only changes are floor wardens – no concerns from LST members</p> <p><b>We will need a new BERP for MCLD</b></p> <p><b>Post new BERP on safety website</b></p>	M. Kutarna R. Sheppard	When MCLD is occupied	New
2022-07-19	<p style="text-align: center;"><b>Department Extreme Weather Plan (RT 324849)</b></p> <p>What is the flexibility for remote work if there are extreme weather conditions?</p> <ul style="list-style-type: none"> <li>- LST should be able to recommend remote work to the Head on days facing extreme weather that could prevent safe travel to UBC. JOHSC wording includes advance planning.</li> </ul> <p><b>Matthew to prepare wording of JOHSC extreme weather/advance planning – send to Steve for his review</b></p>	M. Kutarna	TBD	New
2022-07-19	<p style="text-align: center;"><b>Check Supervisor Training for Completion (RT 371969)</b></p> <p>“Safety Supervision at UBC” training is required for all supervisors</p> <ul style="list-style-type: none"> <li>- Admin staff will check if certificates show up after completing course, may need to manually extract list of completion</li> <li>- <a href="https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert">https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert</a></li> </ul>	D. La Pierre Sally?	TBD	New
2022-07-19	<p style="text-align: center;"><b>CEME 1057 Chemical Storage Incident</b></p> <p>New fridge in stores was spotted being used for beverages</p> <p><b>Place lock on fridge, place key in proxsafe</b></p> <p><b>Suggest stores staff should be asked to complete refresher training for chemical safety</b></p> <p><b>Consider exchanging this large fridge for a smaller one</b></p>	M. Kutarna  TBD  TBD	TBD  TBD  TBD	New
2022-07-19	<p style="text-align: center;"><b>Capstone Training for New MCLD Spaces</b></p> <p>Do students need any training for the new MCLD maker spaces? Can students be hired as certified maker-space experts, or will this all come together once we are back in MCLD?</p> <p>David: we can coordinate this with IEEE with the members who are going to be there, more info to come with return to MCLD</p>	P. Lusina D. Feixo	TBD	TBD

2018-01-16	<p align="center"><b>Graduate Safety Training:</b></p> <p>Check for bullying training completion</p> <p><i>Post training info on safety website under a new graduate student section (wait for new website to go online)</i></p> <ul style="list-style-type: none"> <li>- <i>Link to student services website, materials are on APSC sharepoint</i></li> </ul> <p><i>Video material:</i></p> <ul style="list-style-type: none"> <li>- <i>Lab safety video needs to be updated when we return to MCLD (patch the current videos during MCLD reno).</i></li> </ul>	<p>Darla/Ross</p> <p><i>R. Sheppard</i></p> <p><i>M. Kutarna</i></p>	<p>TBD</p> <p><i>New website</i></p> <p><i>MCLD Reno</i></p>	<p>Ongoing</p> <p><i>Stalled</i></p> <p><i>Stalled</i></p>
2015-12-08	<p><b>Common Area Building Inspections (Once a month)</b></p> <p>Ongoing action item – results to be forwarded to JOHSC</p>	M. Kutarna	Monthly	Ongoing
2019-04-23	<p><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>- <i>Man Mahand</i></li> <li>- <i>Pass on emails to us from</i></li> </ul>	M. Kutarna	Stalled	Stalled
2019-09-19	<p><b>Department Meeting - Volunteers/Supervisor Responsibility</b></p> <p><i>Bring this topic to a department meeting to inform supervisors of their duties/liability – summer BBQ topic</i></p> <p><i>Follow up email from Steve after meeting saying that supervisors have full responsibility</i></p> <ul style="list-style-type: none"> <li>- <i>Informative rather than punitive</i></li> <li>- <i>Who can come and talk from SRS?</i></li> <li>- <i>Send Richard an invite about this, Ross to ask Steve about the vibe</i></li> </ul>	R. Colwell	Stalled	Stalled
2019-04-23	<p align="center"><b>Field Safety</b></p> <p><i>Field Safety template email is ready for Steve to send out. Mention that we are following APSC rules, not our own ECE</i></p> <p><i>Update new safety website to include field safety</i></p>	<p><i>M. Kutarna</i></p> <p><i>R. Sheppard</i></p>	<p><i>Stalled</i></p> <p><i>New Website</i></p>	<p><i>Stalled</i></p> <p><i>Stalled</i></p>

2018-11-30	<p style="text-align: center;"><b>ECE Safety Audit</b></p> <p><i>All labs complete except Tor and Dave – correction items still pending.</i></p> <p><i>Assessment of new labs when we move for MCLD reno</i></p>	M. Kutarna	Stalled	Stalled
2019-06-17	<p><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	TBD	Stalled