

LST Meeting Agenda

Department of Electrical and Computer
Engineering

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

	x	Martin Ordonez		Joe Salfi
	x	Ross Sheppard		Celeste Garcia Perez
	x	Darla La Pierre	x	David Feixo
	x	Paul Lusina	x	Matthew Kutarna
		Roberto Rosales	x	Richard Colwell (Invited Member)
	x	Laura Thomsen		
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 October 11 th , 2022			

New Business:

Phones for emergencies in research labs (Martin/Matthew) – RT 487333

- Not a requirement, close this file now

KAIS 4025 - Air handling questions – RT 484718

- Air has been tested, not a safety concern

MECH health box could be added to atrium as well

Reminder to keep door closed for MCLD – one incident, one contractor lost a proxsafe key and has reported this

Item number	Action	Who	Due	Status
2022-07-19	<p align="center">BERP</p> <p>BERP updated for MCLD – needs to be posted on website</p> <ul style="list-style-type: none"> - No new changes from LST after September 7th send-out 	M. Kutarna	TBD	New
2022-07-19	<p align="center">Department Extreme Weather Plan (RT 324849)</p> <p>Matthew to prepare wording of JOHSC extreme weather/advance planning – send to Steve for review</p> <ul style="list-style-type: none"> - Follow up on wording needed 	M. Kutarna	TBD	New
2022-07-19	<p align="center">Check Supervisor Training for Completion (RT 371969)</p> <p>“Safety Supervision at UBC” training is required for all supervisors</p> <ul style="list-style-type: none"> - Admin staff will check if certificates show up after completing course, may need to manually extract list of completion - https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert 	D. La Pierre Sally?	TBD	New
2022-07-19	<p align="center">CEME 1057 Chemical Storage Incident</p> <p>Close this action item</p> <ul style="list-style-type: none"> - Lock placed on fridge - Key in proxsafe - Refresher training for stores staff - Proper label – dispose on the spot sign 	M. Kutarna		Complete?
2022-07-19	<p align="center">Capstone Training for New MCLD Maker Spaces</p> <p>David: coordinate with IEEE members who are going to be there, more info to come with return to MCLD</p> <ul style="list-style-type: none"> - LIFE vacating those spaces, Jan this year should be ready – if later than January Paul will follow up 	P. Lusina D. Feixo	TBD	TBD
2018-01-16	<p align="center">Graduate Safety Training:</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"> - <i>Link to student services website, materials are on APSC sharepoint</i> <p><i>Video material:</i></p> <ul style="list-style-type: none"> - <i>Lab safety video needs to be updated when we return to MCLD (patch the current videos during MCLD reno).</i> 	Darla/Ross R. Sheppard M. Kutarna	TBD New website MCLD Reno	Ongoing Stalled Stalled

2015-12-08	Common Area Building Inspections (Once a month) Ongoing action item – results to be forwarded to JOHSC	M. Kutarna	Monthly	Ongoing
2019-04-23	Summer Department Meeting Topic – Security/Safety 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) <ul style="list-style-type: none"> - Man Mahand - Pass on emails to us from 	M. Kutarna	Stalled	Stalled
2019-09-19	Department Meeting - Volunteers/Supervisor Responsibility Bring this topic to a department meeting to inform supervisors of their duties/liability – summer BBQ topic Follow up email from Steve after meeting saying that supervisors have full responsibility <ul style="list-style-type: none"> - Informative rather than punitive - Who can come and talk from SRS? - Send Richard an invite about this, Ross to ask Steve about the vibe 	R. Colwell	Stalled	Stalled
2019-04-23	Field Safety Field Safety template email is ready for Steve to send out. Mention that we are following APSC rules, not our own ECE Update new safety website to include field safety	M. Kutarna R. Sheppard	Stalled New Website	Stalled Stalled
2018-11-30	ECE Safety Audit All labs complete except Tor and Dave – correction items still pending. Assessment of new labs when we move for MCLD reno	M. Kutarna	Stalled	Stalled
2019-06-17	Updates to new grad student welcome packages Updates: <ul style="list-style-type: none"> - List of trainings? - Safety info - Add note to contact supervisor to discuss safety in research lab - Refer to mandatory list of SRS trainings, link to that. - Self-enroll course on canvas, questions 	R. Sheppard M. Kutarna	TBD	Stalled