

**THE UNIVERSITY OF BRITISH COLUMBIA  
DEPARTMENT OF EARTH, OCEAN and ATMOSPHERIC SCIENCES**

**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, January 26, 2017**

**ESB Room 2025**

**9:30am - 10:30am**

**Present:** Roger Francois (Co-Chair); Renee Haggart (Co-Chair), Kimberly Low (Secretary), Tim Morgan, Amy Chan, Mike LeBlanc, Lora Pakhomova, Eric Letham, Peggy Ng (Stats), Kate Blackburn (Faculty of Science), Denise Feighan (PIMS), Teela Narsih (Risk Management)

**Regrets:** Danielle Klaver (Risk Management), Murray Allan, Rich Friedman

**Action Items:**

- **Action Item:** ML to send updated first aid attendants' list to RH and TM.
- **Action Item:** TM to post updated first aid attendants' list in all EOAS buildings.
- **Action Item:** TN to check with UBC RMS about insurance requirements for visitors working in labs.
- **Action Item:** RH to discuss escalation options regarding locked doors during fire alarms with EOAS Department Head.
- **Action Item:** TM to check changes that were made to lock of Maldonado clean lab.

**Meeting called to order: 9:32am**

**Adoption of previous Safety Committee Meeting Minutes:** Thursday, November 24, 2016

Approved: ML

Seconded: TM

**1. ACCIDENT/INCIDENT REPORTS:**

- ESB fire alarm incident – TM reported that there were two false fire alarms in ESB, approximately 30 minutes apart, on December 15, 2016. The Fire Department determined the two false alarms were caused by the same defective sensor, which they isolated and fixed.
- Incident report #119276 – No follow up is required.
- Incident report #119237 – No follow up is required.

**2. ITEMS ARISING FROM THE MINUTES:**

- First aid attendants' list – The updated first aid attendants' list will be distributed and posted in all EOAS buildings.
- **Action Item:** ML to send updated first aid attendants' list to RH and TM.

- **Action Item:** TM to post updated first aid attendants' list in all EOAS buildings.
- Lab and safety access for visitors – TN informed the committee about RMS policies regarding visitors to labs. (1) All visitors should take the New Worker Safety Orientation course which has two parts – the online module (part I) and the site-specific orientation checklist that should be done with the supervisor (part II); (2) If there are common areas/areas of concern/secure accessed areas that should/should not be entered, these should be discussed during the site-specific orientation; (3) Depending on the visitor's duties in the lab, he/she should take the Biosafety Training and/or Chemical Safety Training course. These courses have practical sessions that fill up quickly, so visitors are advised to sign up in advance; (4) The PI is responsible for any lab-specific training; (5) Non-UBC visitors are not required to pay for their courses if they are supporting UBC research. This includes corporate industry partners working with MDRU.
- **Action Item:** TN to check with UBC RMS about insurance requirements for visitors working in labs.
- MDRU microscope room lock – The lock has been fixed. No follow up required.

### 3. **NEW BUSINESS**

- Locked labs during fire alarm – The committee discussed the university and fire department policy of locking lab doors to prevent re-entry during fire alarms. UBC Building Operations and the Fire Department do not see this as an issue as it meets code (refer to the email below for the technical explanation). ML reported that he and Professor Raymond Andersen disagree with the policy. He suggested possible courses of action, including paying for a different door system or trying to change the university policy.
- **Action Item:** RH to discuss escalation options regarding locked doors during fire alarms with EOAS Department Head.
- Preliminary and full investigation report timelines – RH reminded the committee that preliminary investigations must occur within 48 hours of an incident/accident, and a full investigation must be completed within 30 days. There was a discussion about why it is necessary to report all incidents/accidents, no matter how minor. The reasoning was that reporting is beneficial for the whole UBC community and covers what-if scenarios for the individual (e.g., if an individual's injury worsens and he/she needs to submit a claim to WorkSafeBC, the report can prove that the incident/accident occurred at work).
- Emergency & safety contacts and first aid communication – The emergency & safety contacts posters have been updated and posted on every floor in all three EOAS buildings. The first aid communication posters will be posted after the list of attendants has been updated.
- 4<sup>th</sup> Floor Clean Lab Lock – RFrancois reported issues with poor lock quality of the door to the 4<sup>th</sup> floor clean lab and inquired about possible solutions.
- **Action Item:** TM to check changes that were made to lock of Maldonado clean lab.

Meeting Adjourned: 10:01 AM

**Next Safety Committee Meeting – Thursday, February 23, 2017**

## Locked labs during fire alarm

**From:** Tim Morgan [<mailto:tmorgan@eos.ubc.ca>]  
**Sent:** Thursday, January 26, 2017 7:15 AM  
**To:** Wright, Jason <[jason.wright@ubc.ca](mailto:jason.wright@ubc.ca)>  
**Cc:** Renee Haggart <[rhaggart@eos.ubc.ca](mailto:rhaggart@eos.ubc.ca)>; 'Roger Francois' <[rfrancoi@eos.ubc.ca](mailto:rfrancoi@eos.ubc.ca)>  
**Subject:** FW: ESB Fire April 2015 Investigation and Recommendations  
**Importance:** High

Hi Jason:

It looks like all issues under the responsibility of Secure Access were resolved. Access Control works during a fire alarm condition. It didn't until Secure Access installed an independent power supply for their control panels powering their access system. Unfortunately the power supply to the door strike was put on the same power supply as used by the fire systems.

While I understand this is not a violation of fire code, it means that the only access by anyone (including the fire department) is by key.

Ray Anderson (PI responsible for lab 3042) is adamant that with his experience with the explosion and fire in his lab in 2015 that if someone is injured in a lab as a result of a fire causing an alarm condition, they cannot wait for the fire department or anyone else to come with a key in order to get access to someone in need.

This situation is the same in all the wet labs on Floors 2, 3 and 4.

Independent power supplies for the electric strikes in doors to all lab entrances in ESB need to be installed. Secure Access needs to confirm whether they need to also add independent power supplies for their access systems in the building's com rooms as they did for the system affecting 3042.

Regards,

Tim Morgan, BSc, MBA

Assistant Director, Facilities and Departmental Emergency Director

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