



Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Patrick Tamkee
Date:	July 3, 2019	Time:	10am
		Location:	Biological Sciences Bldg Room 4223

1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Chris Stinson	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Adamson	Wesbrook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edythe Grant	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Gillespie	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leticia Aviles	Biodiversity Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sylvia Heredia	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Tamkee	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Gaede	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Blain	Biodiversity Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Wesbrook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)*

(See Legend at end for Priority and Status Codes)*

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
124910	C		- a volunteer was opening a can and cut their thumb - went over it with the lab technician and supervisor - it’s now included in SOP to wear proper PPE when opening cans, which includes gloves - instead of working directly from an open can, transfer contents to a plastic container			C

3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		- Pat is doing building inspections - supervisors must have work alone procedures for all students and volunteers – important to put something in place so that supervisors know this - suggested action: a PI on the LST could bring this up at a faculty meeting in September, in addition to other health and safety issues regarding how	Pat, Martin and/or Leticia, Sylvia		IP



3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

		PI's can be compliant with Risk Management, and what they need to have in place before lab inspections - other suggested action: include the same information on the website, first on the front page as news and then always in the safety section - Pat will make a condensed list that is easy for people to go through and check off			
<i>E.g.</i> GI-TEF3-17/09/14	D	- lab inspections will have to happen after COPP/Wesbrook are decommissioned, likely in September/October.			IP
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>					

* GI- General Inspection

4. EDUCATION AND TRAINING

(General discussion, RMS Courses, external training opportunities etc. For all actionable items please list below)

Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		- supervisors need to take mandatory training courses - they are notified of these when they start at UBC, more difficult to apply this to existing faculty - but it's mandatory, so faculty will have to be notified that they have to take the course - action: get Vanessa to send an email to the faculty - Will bring it up during the September faculty meeting	Pat		IP
		- transportation of dangerous goods course now required for people who need to transport dangerous goods - notify PI's who should take it and that it is mandatory	Pat		IP



4. EDUCATION AND TRAINING					
		- resend attachment on required safety courses and highlight two new required courses, with a timeline on when it needs to be done			

5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
	D	- fire drill happen once a year on August 15 at 10:30am - warn people of the week that it is happening in case of experiments, etc. - Pat will email all fire wardens to give them a heads up and a refresher on what to do	Pat		IP
	E	- previously unsure what would happen if there were lab outings to Pacific Spirit Park, etc. - Pat checked with Risk Management - as long as we have SOP's for these areas then we have done due diligence. Undergrads do not have to all sign a waiver - instructors leading trip will have to create a list assessing hazards, and students should read through this list - it would be a good idea to have a checklist of students who have read through the SOP			C
		- suggestion to list required courses on website, and to have some way to find out what courses have been taken - this would be complicated because it would require safety to work with individual departments - the system is changing next year - there's no easy way of knowing what courses you need to take - JOHSC has a website that lists the courses in an orderly way - PI's won't know where to look for this, it should be linked to from the website - Chris will send the relevant JOHSC link to everyone			



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

6. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
	E	<ul style="list-style-type: none"> - first aid now has to be administered by someone certified with occupational level 2 or higher - Pat has updated informational posters, and added campus security and 911 contact info to them - suggested additional action: home page of the website should also have this contact information - emergency services procedures are currently being updated at UBC, so who to contact in case of an accident may be changing somewhat at some point. Civil Engineering has their own safety people 	Sylvia		IP
	E	<ul style="list-style-type: none"> - if you find syringes or needles around the building, or piles of clothing, don't touch it and call campus security - Sylvia will add this to the website 	Sylvia		IP
	C	<ul style="list-style-type: none"> - there was a pile of autoclaved biohazardous goods left in the waste room in biodiv. Chris cleaned it up. Anything leaky and wet and mouldy can't be picked up - let supervisors know that anything to be picked up has to be not leaking wet and gross - basic information on what to autoclave, etc. should be on the website, maybe under facilities 	Pat		IP



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - lab managers generally train their own people, and some lab managers kind of cover for everyone else (thank you Winnie and Racquel), and Joanne is doing the testing for them - Sylvia will ask Joanne to write up some information on them, although it is not part of her job description to do training - putting information on how to dispose of autoclave waste should go on autoclave section - email can be sent out reminding people of what to do in this situation 			
	E	<ul style="list-style-type: none"> - monthly email from risk management - safety day award for people to win awards for innovative promotion of safety culture (?) - they want us to promote their new website - they will share inspection reports broadly to make people aware of work safe bc (?) visits and inspections - inspection report has been received: autofloor scrubber operator got hand caught between the scrubber and a shelf; the takeaway is that follow up actions are required within 48 hours and full investigation within 30 days 			
	E	<ul style="list-style-type: none"> - webforms for PI's and others will be useful for our department but also other departments - they can print out forms but not have access to website code - Sylvia will send Chris templates of SOP's etc. so that they can be posted on the JOHSC website 	Sylvia		
	E	<ul style="list-style-type: none"> - suggestion that PI's have an orientation that explains all of the requirements for them - this can be related to the discussion in the faculty meeting, and it will somehow be made clear to those not at the faculty meeting what is required 	Pat		



7. NEXT MEETING	
Date:	September
Time:	10am
Location:	BioSci rm 4223

8. MEETING ADJOURNED	
Time:	10:52

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Send a copy of the meeting minutes report to the JOHSC. **Highlight important items** that must be reviewed/discussed at next JOHSC meeting.

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- All LST members
- Appropriate JOHSC
- Risk Management Services safety.programs@riskmanagement.ubc.ca

