



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: October 9, 2019

Time: 10am
Location: Biological Sciences Bldg Room 4223

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 4. Review Education and Training 5. Ongoing Business – Status of Action Items, Review of Previous Minutes 6. New and Other Business 7. Next Meeting 8. Meeting Adjournment
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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"/>
Ellen Nikelski	Biodiversity Museum	<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"/>
Sylvia Heredia	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"/>
Bruce Gillespie	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	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"/>
		<input 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"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Katie Beall		<input type="checkbox"/>	<input checked="" 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
125308 125305			-Field fall out in Calvert Island → trail from north beach to intertidal -Group of four researchers were walking along wilderness trail. Eventually they reached a steep slope that included a rope to aid with descend. -Rope broke and one research fell several metres and rolled resulting in sprained ankle -Other researchers applied first aid with portable first aid kit and radioed for help. Victim was on float plane off island same day and saw a doctor in Vancouver same day -No obvious issue with rope found - Recommended action: Replace rope with polysteel line and perform annual monitoring or line and trail -Assigned and completed by technicians on Calvert Island	Technicians on Islands		C
125353			-Sleeve of lab coat in the eye leading to possible chemical contamination of eye	Pat		IP



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			<ul style="list-style-type: none">-Undergraduate went to brush hair away from face during lab work and got sleeve of lab coat into eye. It was unknown whether the lab coat was contaminated by any chemical that could have been transferred into the eye of undergrad-Undergraduate used eye wash for fifteen minutes-Recommended action: Remind researchers to take off gloves/PPE before touch face and to tie back long hair. Wash lab coats with unknown contamination.-ISSUE: Most people are not aware of resources to wash lab coats on campus or the ones that exist take too long (two weeks) for students/researchers that need a faster turn around-Mindy uses a resource for teaching labs that will pick up coats on Friday, wash on weekend and return by Monday.-This resource requires a minimum number of lab coats and most labs only have a few. Also does not take credit cards-What about if we had our own washer and dryer? Needs to be a special washer and dryer due to use of flammable/ dangerous chemicals. Also, who would be designated to use the machines? They would likely have to fixed often-What resources used to exist? Service out of chemistry stores. However, coats only got sent out after a certain number had accumulated so it often took a while for coats to be returned.-What about getting more lab coats? Having two per person would mean that one could be worn while the other was out for cleaning.-What about a company that rents out lab coats? → The company picks up the coats you used every week and gives you a new set. How much does it cost? Isn't it easier to just throw away lab coats? Convenience vs saving money-Can we piggyback on Mindy's orders (2-3 times a year. What is the work/financial burden for Mindy? How do we keep track?		



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
			<p>Could we ask Wes? What if we add lab coats to the form with booking vehicles and rooms? This electronic method might make things more streamlined.</p> <p>-When phrasing to department, needs to come from a safety standpoint. Coats need to be cleaned due to possible contamination.</p> <p>-Mindy to send email to Pat regarding her lab coat system</p> <p>-Pat to talk to Bruce about system in Chem stores</p> <p>-Pat to gather more general information</p>		
		125529	<p>-Researcher splashed alzyern red (?) into eye while in process of staining and photographing fish. Low concern because it was a very diluted solution. Researcher was not wearing proper PPE.</p> <p>-Researcher washed eye in eye wash for 15 minutes</p> <p>-Recommended Action: Remind all researchers of proper PPE requirements and make sure all researchers have access to proper PPE</p>	Pat	

3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g. GI-Rix-17/09/13</i>		<p>-Before centre core of Biosciences was torn down there was a central chemical spill kit and biohazard storage. During construction, the kit and storage was moved to Wesbrook.</p> <p>-Now that the new biosciences building is completed it has to be moved back to Biosciences, but we are lacking a central location. Where do we put it?</p>	Pat, Katie Pikor		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)					
		<ul style="list-style-type: none"> -Room 2014 seems like a good option. It is relatively central and can be accessed by anyone at anytime. -Run this new location by with Katie Pikor. -Someone needs to go through spill kit and see which reagents have expired. Pat volunteered 			
<p><i>E.g.</i> GI-TEF3-17/09/14</p>		<ul style="list-style-type: none"> -New sinks in new wings (north and east) of Biosciences have very deep sinks. They are so deep that they pose an ergonomic problem for those using them (shorter individuals) that can lead to back problems -Complaints already being heard by those using them. -Possible solutions: Putting some sort of insert into the sinks to raise up the bottom. For example, a graded and meshed structure what will let water drain through. -These structures need to be stainless steel versus plastic (egg crates) to control for bacteria accumulation. Unfortunately, this includes 40-50 sinks so expenses will be high with stainless steel. -Sinks may also have standing pipe that needs to be removed or integrated into the structure. As well, mess has to be small enough so that tools to not fall through and get last in the bottom of the sink. -Step ladders might also be needed if person using a sink is very short. -Pat and Bruce will look at the sinks to brainstorm possible solutions. Bruce will talk to Vince who did something similar to a sink in the past. -Bottom of sink needs to be raised about a foot. 	Pat and Bruce		IP
<p><i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i></p>		<ul style="list-style-type: none"> -Currently there are no plans for any fire drills as LST is waiting for everyone to be moved into the new BioSciences bldg. -New emergency response plans and floor wardens are needed for the new east and north wings. -How are floor wardens chosen? There are many departments in the new wings. In some cases, one department might only take up half of a hallway. Do we have one floor warden for the entire floor or floor 	Pat		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)					
		<p>wardens for each department?</p> <p>-Who is responsible for all the members of each department? Should each department have its own designated LST? One big LST or several small? Each department will have their own unique safety concerns that they will want to discuss. How is information shared between groups? Minutes are shared, but is something else needed? Should members of departmental LST also have a representative on the departmental LSTs (ie Zoology, Botany, Microbio)</p> <p>-Who is the floor warden responsible for? Everyone in the building? Including people outside department? Outside Faculty? Passers-by?</p> <p>-Where does each department muster to? Who makes sure members of their department are all present? This depends on each departments emergency response plan.</p> <p>-What happens if a fire alarm goes off after hours? Who is in charge? Who is checking the building to make sure everyone gets out? Does custodial staff have responsibilities?</p> <p>-Pat will ask Safety and Risk Services what the protocols are for after hours emergencies</p>			

* 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
		-Pat went to all-day safety symposium held at Alumni Centre. It was put on by the Safety and Risk Services. Runs from 8AM to 4PM but participants can go for as little or as much as they want.			



4. EDUCATION AND TRAINING

		-Encourage more members of LST to attend next year			
		-Website for health and safety has been updated (created?). Look at the website particularly the parts pertaining to chemical waste disposal. If anything is missing, let Pat or Sylvia know. -Planning to add more information on chemical waste disposal and lab related health and safety information soon	Pat and Sylvia		IP

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
		-Plans previously discussed to decommission Copp and Wesbrook labs have been delayed due to construction delays. Planned to have the summer to clear out equipment etc., but this did not materialize. Lab inspections were planned for after decommissioning. -As of now, labs have not been cleaned out with many still having chemical waste. Equipment has been labeled as to what is staying and what is going. Equipment that is going must be dealt with, but furniture can stay. -How long can we hold up doing the decommissioning? Next summer? If we wait too long, people will expect that they do not have to do anything about it. Next month? Not a good time due to the fact that students are running individual projects. Best time would be end of November/ early December. -Can we do clean out a little bit at a time? - Plan Decommission: Mindy will resent Pat list of people who have labs in these buildings, Pat will touch base via email with these labs, Pat and Bruce will inspect labs and see what can be cleaned out and start moving stuff. -Plan Lab inspections: At next faculty meeting, new faculty representatives will be recruited, and inspections will commence. The aim is to begin and	Mindy, Pat, Bruce		IP



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

		finish inspections in December.			
		<ul style="list-style-type: none"> -Webforms for field work not online yet. If anyone needs these forms, they must ask for them from Pat and Sylvia and submit the forms to them. -These forms are for classes to go on field trips. The forms are filled out by the teacher in charge and the TAs NOT the students. The teacher fills out the team leader form and the TAs fill out different forms -UBC wants to know what safety issues their employees might be facing to cover any liability. The idea is to create a paper trail. -Ideally, safety and risk services would like some sort of documentation that all students are compliant with safety regulations -Ongoing hurdles 	Pat and Sylvia		IP

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
		-Leticia and Martin have retired as the faculty representatives on the LST. New faculty members must be recruited at the next faculty meeting. Talk to Katie Pikor and Vanessa Auld about this	Pat, Katie Pikor, Vanessa Auld		IP

7. NEXT MEETING

Date:	November
Time:	10am
Location:	Biological Sciences Bldg Room 4223



8. MEETING ADJOURNED	
Time:	11:04

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