



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: June 3rd, 2020

Time: 10am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| <ol style="list-style-type: none">1. Roll Call2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report3. 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 Training5. Ongoing Business – Status of Action Items, Review of Previous Minutes6. New and Other Business7. Next Meeting8. Meeting Adjournment |
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1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Ellen Nikelski	Biodiversity Research Centre	<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"/>
Bruce Gillespie	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mindy Chow	Biological Sciences Building	<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"/>
Jackie Carpio	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"/>
Chris Stinson	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input 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 Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Martin Adamson		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Craig Berezowsky		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jane Roskams		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(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)</i> 						
(* 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
			None			



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

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
<i>E.g. GI-Rix-17/09/13</i>		None			
<i>E.g. GI-TEF3-17/09/14</i>					
<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
		None			



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
		-Building wide safety procedures: <ul style="list-style-type: none"> • Due to the current Covid-19 related restrictions, the LST is unable to complete lab inspections. These inspections have not been deemed a priority at this time due to the limited number of personnel currently accessing labs at this time. However, this will change as labs will gradually reopen and plans for inspections are still being actively considered. • Similarly, the yearly fire drill has been postponed due to the current pandemic on the recommendation of safety and risk services. It likely will not happen this year. 	NA		IP
		-Safety and Risk Services Safety course: <ul style="list-style-type: none"> • As mentioned last month, Safety and Risk services has transitioned all their online safety courses to their new online system. • Currently, it is not possible for lab personnel to participate in the in-person practical portion required for several safety courses. Safety and Risk Services recommends that participants complete the online portions of safety courses in the interim. • Question: In terms of documentation for proving course completion, do lab personnel need to submit the pdf certificates for each course they completed, or can they submit a screen shot of their Safety and Risk Services account that lists the course as completed.? • Pat spoke to Ben about this issue and was told that, in the event of an audit of Zoology by Safety and Risk Services, either form of documentation would be sufficient. 			C
		-Lab Coat Laundry:	Pat		IP



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

		<ul style="list-style-type: none">• Now that labs are moving towards being opened up, a question was raised as to whether lab coat laundry options should be offered to lab personnel• Originally, the plan was to combine laundry from teaching, Botany and Zoology labs to obtain the best laundry rate. The company that does the laundry has a minimum lab coat requirement and offers better rates for larger orders. One set of lab coats is about \$150-170. Teaching labs no longer need lab coat cleaning so there might be an issue with hitting the minimum coat threshold• Question: Do technicians going into labs to ask individuals to leave at the end of the day need to wear lab coats?• The labs dictate when lab coats need to be worn (eg. they might not need to be worn for microscope work, but would need to be worn for DNA extractions).• Technicians will only be stepping into the labs so they likely would not need lab coats• Question: have lab coat protocols changed as a result of covid? Is there a need for additional training?• This is a central issue as opposed to a departmental issue• Returning to the question of lab coats, Wes at shipping and receiving is in control of intake and transportation of lab coats. In previous meetings, it was decided that labs that drop of coats will need to indicate the number of lab coats, the lab speed chart and the lab department.• A concern was raised about ensuring that zoology and biology have separate bills from the beginning to lessen the work of financial personnel. This is possible with the above information, but may not be possible with the cleaning company. In creating two invoices, we may not get the lower price for laundering big batches of coats. Katie P. has deemed the increased price of smaller batches as being			
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5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<p>acceptable during the pandemic, but this will change once things return to normal.</p> <ul style="list-style-type: none"> • How often should this resource be offered? As of right now, the number of people working in labs is somewhat limited. A single cleaning event in the next few months will be enough for right now. • Pat will check in with Wes regarding this plan and provide assistance as required 			

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
		<p>-Safety and risk services email talking points:</p> <ul style="list-style-type: none"> • Despite more businesses opening, it is important for members of Zoology to retain their current working conditions until otherwise told to do so and further actions plans are approved. • Safety and risk services would like building emergency response plans to be updated. Katie P. has been working on this and is currently waiting for approval from the president’s office • No fire drills until the situation around covid-19 calms down • Local safety team training is being offered by safety and risk services via Zoom 			C
		-Reopening the Aquatics facility	Pat		IP



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Pat has been working to get the Aquatics Facility ready for reopening The IT department has created an online calendar so that people can sign up to come in for research. A total of five people can sign up for a single time slot to allow for physical distancing. If an individual tries to sign up for a full time slot they will be directed to sign up at a different time Posters reminding people of physical distancing practices are also being put up around the Aquatics Facility. 			
		-Building ops is providing posters relating to safe practices to various people in the department (eg. ground stickers). If anyone needs stickers or need more, they can ask Katie P.	Katie P.		IP
		-Stairwells in Biosciences Building <ul style="list-style-type: none"> Stairwells in the Biosciences Building have already been designated as “only up” or “only down” as per social distancing practices The “up” stairwell on the east side is not accessible on the first floor as the door in the stairwell leads outside. It is accessible by the other floors. The first floor entrance needs to be blocked off and a sign needs to be put up directing people to the nearby “up” north stairway or the elevator 	Building operations		IP

7. NEXT MEETING	
Date:	July 2020
Time:	10:00
Location:	Unknown



8. MEETING ADJOURNED	
Time:	10:27

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