



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Joanne Denny, Sylvia Heredia, Patrick Tamkee

Date: June 1, 2022

Time: 11am
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 |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mindy Chow | Biological Sciences Building | <input type="checkbox"/> | <input checked="" 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"/> |
| Chris Stinson | Biodiversity Research Centre | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Joanne Denny | Biological Sciences Building | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nick Tochor | Biological Sciences Building | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Lydia Fong | Biodiversity Research Centre | <input checked="" 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 | Biological Sciences Building | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Katie Beall | Biodiversity Research Centre | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
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| Faculty Representatives | Work Location | Present | Regrets | Absent |
| Craig Berezowsky | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Chin Sun | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| 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 # | Priority | Date | Action Plan (Actions Taken/Need to be taken) | Assigned To | Follow up: Date Pending | Status |



| 2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: | | | | | | |
|--|--|--|----------------|--|--|--|
| (Use CAIRS Incident ID #) | | | | | | |
| | | | - No new CAIRS | | | |
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| 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.</i> <i>GI-Rix-17/09/13</i> | | Lab Inspections Update: <ul style="list-style-type: none"> - All forms have been signed and Pat has sent them off to JOSCH – 2021 IS DONE! - 2022 is starting soon (Mindy has sent out an e-mail for Teaching Labs) - Will try to get 2022 Teaching Lab inspections done before the start in July - Pat has talked with Nick about a protocol for rooftop – There is a protocol and there is some documentation. | Joanne Mindy Pat Nick Chris | | In progress |
| | | Lab safety – Yellow Folders: <ul style="list-style-type: none"> - No Update Yet - Confirm with Katie if she wants/doesn't want it | Katie Pikor Edythe | | In progress |
| <i>E.g.</i> <i>GI-TEF3-17/09/14</i> | | | | | |



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| <i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i> | | | | | |
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* 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 |
|--------|----------|--|-------------|-------------------------|--------|
| | | SRS: <ul style="list-style-type: none"> - New training for Local Safety Teams - Links to the in-person and Zoom is on the e-mail sent by Joanne for today's meeting | | | |
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4. EDUCATION AND TRAINING

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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 |
|-----------------|----------|---|-------------------------------------|-------------------------------|--------|
| | | Faculty Representative: - No update without Katie Pikor | Katie Pikor Vanessa | | IP |
| | | Floor Wardens, Fire Drill, & Annual BERP report: - Joanne has approached Botany (3 rd floor) – Jessica was going to get Floor Wardens but no update yet → Joanne will follow-up - Chris & Brett are looking to reduce the number of redundancies on the Building Emergency Response Plan (list of all Floor Wardens is in BERP) - Pat is updating the map & floor wardens (e.g. ensure North & East wings; will try to combine what Botany has and fills in whatever they’re missing; AED on 3 rd floor) - Need more Floor Wardens & to remind current Floor Wardens to take the Floor Warden training (should be done annually, but it is quick!) - Joanne (Botany) & Pat (Zoology) will draft an e-mail to remind the known Floor Wardens to review their training and that a fire drill is happening in August. Brett is hoping to do a run-through with the floor wardens a week before the fire drill. - Person’s with Disabilities need a specific evacuation plan (is this done by PI/supervisor?): Are the entrance of the stairwells considered refuge space South & West wing (follow-up with Brett)? | Pat Joanne Katie P. Botany | | IP |



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| | | <p>*Especially North and East wing</p> <ul style="list-style-type: none">- Fire drill for the BioSci Building: August :- BioDiv Fire Drill - June | | | |
| | | <p>SRS Update:</p> <ul style="list-style-type: none">- In-person safety day (October 4th) – full day thing, sign-up is in the e-mail sent by Joanne for today- Information about Confined Spaces | | | |
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5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

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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 |
|--------|----------|---|---------------|----------------------|--------|
| | | Botany has sent this e-mail, Zoology should send this out as well: <ul style="list-style-type: none"> - Hot autoclave material has been brought down to Biohazard waste (room has no venting) → Can be extremely smelly; if it's too hot & steaming, can produce mold; leaks Materials should not be brought down until it has cooled and should be double-bagged (send out an email). If it is really smelly, try to bring it down on Friday and not on Tuesday. | Sylvia Joanne | | IP |
| | | <ul style="list-style-type: none"> - Edythe's Last Meeting!!! → A floor warden (4th floor) and will need to be replaced (and someone else will maybe take up Edythe's position on the LST) Happy retirement Edythe! | | | |
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7. NEXT MEETING



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| Date: | July 6, 2022 |
| Time: | 11 am (unless we hear a conflict from others) |
| Location: | |



| 8. MEETING ADJOURNED | |
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| Time: | 11:36 |

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