



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee, Sylvia Heredia, Mindy Chow

Date: Nov 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luvina Wan	Shipping and Receiving	<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 type="checkbox"/>	<input checked="" 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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<input checked="" 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
#129569			Still waiting for update. Beaty Museum is going to take the remaining preserved cats? Pat & Joanne: - Write-up of a SOP for Formaldehyde spill → Joanne sent an e-mail to see if they have an SOP.	Pat Joanne		IP
#129773			COMPLETE: Ice falling from ceiling from an AC unit Notify individuals that are in the lab, if there is anything that requires thawing of ice, block off the area. Difficulties with communication with building Ops so we went with corrective action just mentioned.	Pat		C
#130014			Sodium Hydroxide in eye: Not actually working with the chemical during the incident, chemicals were beside the worker. Corrective Action: Lids on barrels with sodium hydroxide, fasten hoses, and include more signage	Pat		C
#130030			Minor puncture with forceps: Corrective Action: Emphasize the importance of alertness and awareness of surroundings.	Pat		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
<p><i>E.g.</i> <i>GI-Rix-17/09/13</i></p>		<p>Lab Inspections</p> <p>IN PROGRESS:</p> <ul style="list-style-type: none"> - 2022 Research Labs (BRC, South & West Research labs) will be done in December (Pat), the hummingbird room is also included. Pat will work on the e-mail - Bruce and Lydia available if needed! <p>Office Inspections:</p> <ul style="list-style-type: none"> - Chris inspected BRC last week, but SRS wants another set of eyes on the offices - Katie P. has the list of faculty whose home departments are Zoology and so we can inspect their offices. Otherwise, some teaching offices are shared with Botany and Botany should also be consulted. - E-mail will be sent out to notify faculty that an office inspection is happening in the next week, include a blank checklist for the faculty to read over before inspection. Include in this e-mail that we will be relabelling First Aid Kits to “‘Minor Injury Kit’: IN CASE OF EMERGENCY CALL 911” – to match what Botany has relabelled their kits. <p>https://safetycommittees.ubc.ca/johsc/johsc-toolkits/</p> <ul style="list-style-type: none"> - Pat will make the new labels - We should have at least two inspectors, list of people available during the week of Dec. 12-16 include: Pat (except the 16th), Sylvia, Lydia, Gigi, Mindy, Bruce, and Jackie (has volunteered to do the Admin office check)). - We will need a key for South and West wing (Bruce has one) - Meeting rooms will also need to be inspected. <p>West & South Wings:</p> <ul style="list-style-type: none"> - Pat has an updated list. 	LST		In progress



		<ul style="list-style-type: none"> - Reach out to Katie P. if there are any questions, as people have been reassigned and shifted recently. 			
		<p>Lab safety – Yellow Folders → Revisit in a few months → Still sidelined</p> <ul style="list-style-type: none"> - Alison (Botany) can generate a report on Workday but it doesn't always have everything. - Gigi: Has all the forms → Gigi will get a sense of all the forms for this year, and will see if there is any benefit to this after some work with this. Will talk with Katie - No for Research labs 	Katie Pikor Gigi		IP
	<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
		<p>SRS updates:</p> <ol style="list-style-type: none"> 1. Biosafety Protocol Writing Workshop – Nov. 16 (free) 2. Noise Awareness Course is also available (the iWatch has an app that lets you know when you are above the threshold for hearing safety) 	LST		



		3. Safety Day Feedback & Daylight Savings reminder: Methods of feeling safe after sundown (travel with colleagues and friends or AMS Safewalk, campus security, know the location of UBC blue phones & UBC Safe app, community shuttle, avoid shortcuts and use paths, report malfunctioning lights to building centre)			



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: - We're done! Welcome to Wayne Maddison and Bob Shadwick!	Katie P. Vanessa		C
		New BERP online now: - Still a few more edits, Joanne will complete them as the end of teaching is soon!	Joanne		IP
		COMPLETE: Floor Wardens: - Mimi will be the 4 th -floor floor warden! Mobility Impairment: - Gigi will follow up with Sunita for situations of mobility impairment and the instructor is away (e.g. sick)	LST		IP
		COMPLETE: Autoclave Waste Disposal: - Luvina's update: No leakages since the double bag and pick-up folks are coming when needed. Will update the waste management website when needed.	Luvina		C
		New – Noise Awareness - Katie B. will e-mail Janet from SRS to clarify the noise awareness and PPE with the situation of the construction happening in April for the expansion of BRC.	Katie B.		IP



	<p>COMPLETE – Vehicle Forms:</p> <ul style="list-style-type: none"> - Luvina will give verbal reminder when people pick up vehicles: “You are representing your department when you are driving these vehicles” - No need to change the forms, there’s already so much on them! 	Sylvia Luvina		C
	<p>IN PROGRESS:</p> <p>Edythe’s Retirement:</p> <ul style="list-style-type: none"> - Safety forms: Katie P. can technically see everyone’s safety training certificates (even though it is a bit of work for her). - Supervisors have to send Luvina any certificates for their students/workers that aren’t part of the mandatory training - Is there a way to get Luvina to be able to see certificate PDFs from all the completed training (an access issue?) - Gigi will ask Alison what the Workday reports look like <p>Key Liaison Officer is currently Luvina Wan</p> <ul style="list-style-type: none"> - A specific e-mail for key access - Keep the e-mail on the website (although, at the moment, the e-mail looks like spam so will have to do that after) 	LST		IP
	<p>Website:</p> <ul style="list-style-type: none"> - Website is much more organized now! Most changes have been made but is an ongoing project, if you see any pages that need an update, let Sylvia know! 	Sylvia LST		IP
	<p>IN PROGRESS: Issues in ventilation of admin office (there is no ventilation)</p> <ul style="list-style-type: none"> - Bruce has installed a portable AC for Katie P. and Olga office - Building Ops know about this but will not redesign 	Katie P. Chris		IP



		- Katie P. talked with Paul, and will escalate to WBC Chris will bring it up with JOSCH			



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
		Chemical Inventory list: <ul style="list-style-type: none"> - Gas canisters & Compressed gases should be on the chemical list - 	Joanne		IP
		Visit to the Environmental Service Facility <ul style="list-style-type: none"> - Tour and explanation for chemical and biological waste disposal - Recommended for both Pat & Luvina, anyone else from LST is welcome - Let know if Pat you're interested in joining, it will be done in December and take no more than an hour. - Joanne will mention the tour at the next Botany LST meeting at the end of November - Can send out an e-mail to Botany and Zoology for anyone people who would be interested 	Pat Joanne LST		IP



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7. NEXT MEETING	
Date:	December 6, 2022
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:57

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