



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Dec 6, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron KS (tentative Grad Student Replacement)		<input checked="" 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 type="checkbox"/>	<input checked="" 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			Chris has taken all the caps (Beaty Museum) <ul style="list-style-type: none"> Instructor needs to take the Chemical Safety Course SOP needs to be written for if we find a spill, who to contact and secondary contact? Pat is working with the Instructor to write up the SOP 	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)

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>		Lab Inspections IN PROGRESS: <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! 	LST		In progress



		<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. - Reach out to Katie P. if there are any questions, as people have been reassigned and shifted recently. 			
		<p>Lab safety – Yellow Folders (in Botany) → Keep in backburner</p> <ul style="list-style-type: none"> - No need for Research labs - Gigi is doing an overhaul for the teaching → If this will be implemented, it won’t happen until next year - We need physical copies if there are TAs from different 	<p>Katie Pikor Gigi</p>		<p>IP</p>



		departments (we can't pull them from Workday so in the case of an audit, we would need these copies)			
<i>E.g.</i> GI-TEF3-17/09/14					
<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



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
		New BERP online now: <ul style="list-style-type: none"> - Still a few more edits, Joanne will complete them. Her last teaching day is today – congratulations! Only a few names need changing. 	Joanne		IP
		<p>COMPLETE: Mobility Impairment:</p> <ul style="list-style-type: none"> - Student must identify themselves, instructor then has a conversation with the student to make a safety/emergency protocol, but otherwise the student must remind all instructors (including if there is a new instructor) of the safety/emergency protocol. - Gigi is redoing the safety form and will put a note in the instructor form to talk with any individuals with mobility impairments and to remind them to tell instructors of any emergency plans (e.g. if the instructor is away/sick). <p>IN PROGRESS:</p> <ul style="list-style-type: none"> - At what levels is this going to be a Biology department vs. individual & instructor vs. Disability Resources (https://students.ok.ubc.ca/academic-success/disability-resources/) - Gigi will check with Sunita 	LST		IP
		<p>Noise Awareness – On Hold until Katie B. is here</p> <ul style="list-style-type: none"> - 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 	Katie B.		IP



		expansion of BRC.			
		<p>IN PROGRESS:</p> <p>Luvina – being able to see certificates (can't see any of the undergrads on Workday → Luvina & Gigi will discuss):</p> <ul style="list-style-type: none"> - Workday is not accurate - Gigi is rolling out a new form in the new term, go into Workday, download the certificates that they have <p>Luvina needs people to download the pdfs and share them to the shared folder → So long as Luvina has access to the digital copies so if they get audited, we will have the documents available.</p> <ul style="list-style-type: none"> - Supervisors have to send Luvina any certificates for their students/workers that aren't part of the mandatory training 	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> <p>Glenn Samus from JOSCH & Chris are talking – they might write a letter of recommendation.</p> <ul style="list-style-type: none"> - Moving forward but slow - Building Ops refused to do anything because it's working the way it's supposed to, but Chris and Glenn are collecting data to make a case for it 	Katie P. Chris		IP





6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> 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 - For lab inspections – just keep this in mind! (remind researchers to put this on there) – add this when you e-mail out about the inspections - 	LST		C
		Visit to the Environmental Service Facility <p>9 people want to join to visit the facility! Valerie said 1pm on the 13th works (~1hr tour), Pat will sign out a departmental Vehicles (over by south campus, near Dolph’s pond/the Farm)</p> <ul style="list-style-type: none"> - No need for PPE! - 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 	Pat Joanne LST		IP



		people who would be interested			
		Snow reminder: If you come across slippery parts (if you phone up the Help Desk, they'll help to handle the ice and snow) <ul style="list-style-type: none">- Call Building Ops Trouble Calls to help with ice and snow around the building. They're very quick if you tweet at them			

7. NEXT MEETING	
Date:	February 7, 2023
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:39

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