



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Feb, 06, 2024

Time: 11am
Location: Zoom meeting: Accessed remotely

AGENDA:

<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"/>
Mindy Chow	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gigi Lau	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Anne Burrows	Biological Sciences Building	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
#132054		Nov 7 th , 2023	Pat to meet with supervisor to come up with simple SOP- If public is confrontational what should the researchers involved be doing? If escalation occurs who should the researchers call for help? Signage "Research in Progress, UBC Zoology. Contact XX" Visible Vests or arm bands "UBC Zoology Research" Waiting for approval to purchase equipment suggested in the corrective actions.	Pat/Gigi	March, 2024.	IP
#132598	New	Feb, 2024	Near Miss: Individuals walking around Shipping Receiving area, almost hit by campus security vehicle. Follow up with facility manager (FM), ask to see if there are any preventative measures. FM spoke with campus security to advertise caution in high traffic areas, and transport engineering manager to review the area for improvement. 3 things they can do: -Put where the removable post is, spray paint the concrete "look both ways" -Speedbumps right on the main road so they slow down -Mirror (dome mirror) right above the cardboard crushing impact structure so pedestrians can see oncoming traffic. Notes: Steve Carey (FM) to be working on that to have things installed. Jeremy- Campus security do come ripping down the road all the time to go charge their vehicles etc.	Steve Carey/ Pat	March, 2024	IP
#133610	New	Feb, 2024	Pressure washer use. Patrick- Pressure washer SOP sent out to LST for review. Individual was using a pressure washer and holding a piece of equipment. Pressure washed their hand. Surface injury on the hand, abrasion. Patrick- Having or requiring proper orientation and training for using a pressure washer.	HI Jess	March, 2024	IP



			Patrick- Standard operation procedure for using pressure washer now implemented. Required sign off and PPE. Patrick- Would be something better than an SOP to read. Patrick or supervisor can keep track of proof of training or at least reading information.			
#133722	New	Feb, 2024	Cut with glass. Patrick- In a lab, researcher working with equipment that broke. Researcher cleaned up the mess, another researcher who was cleaning up glass waste at the same time accidentally nicked the 1 st researcher as they were turning around etc. Supervisor said “making sure that individuals know only 1 person should clean up broken glass at a time etc. Make sure everyone is out of the area so the 1 individual can work to clean up glass waste to reduce change of impacting anyone else.” Patrick- No clear SOP but that is the main corrective action. Waiting on supervisor to see if any further action needs to be taken.	Pat	March, 2024	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.</i> <i>GI-Rix-17/09/13</i>		<p>IN PROGRESS:</p> <p>Workplace & Lab Safety Inspections:</p> <ul style="list-style-type: none"> - Pat & Nick will work on the bird room for inspection (Nick will get in touch) → Spoke with Nick, will have that done – Ben and Doug have corrective actions that need to be done – they are working on it now. <p>Accessory Rooms:</p> <ul style="list-style-type: none"> - These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing) - Pat has a list from Mindy – Pat & Bruce will finish the ones that are left of the list - Before next inspection: Have a discussion with Botany LST to decide how we should be inspecting these rooms (and teaching labs): e.g. who will check the eyewash stations in the autoclave rooms? 	LST Joanne Pat		IP



	<p>COMPLETED:</p> <p>Workplace & Lab Safety Inspections:</p> <ul style="list-style-type: none">- Office inspections are done (some deficiencies were sent to Katie P. by Mindy, so Katie P. is aware of them, waiting to hear back) – Done!- Lab inspections were completed by Pat (thanks Pat!). BioSci building labs have been e-mailed and most PIs have sent back their corrective actions. BRC building still needs to have e-mails sent out to them → Done! <p>Accessory Rooms:</p> <ul style="list-style-type: none">- These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing)- Pat has inspected the rooms with freezers → Done!- Rm 2031 (seawater room) and the Aquatics North Wing (rm 104) → A shared facility with Botany → Done!- Joanne will check with Botany LST next week to see if they will do the accessory rooms to the shared Teaching Labs (since Joanne and Mindy did the inspections for the actual Teaching Labs) <p>Notes:</p> <p>Patrick- Most of the teaching labs are done</p> <p>Patrick- Lab safety inspections to be done by the end of this month.</p> <p>Patrick- EMAIL sent out to LST: List of all inspections we need to do every year. Includes workshop, vehicles, ladders. Patrick to send email for entire list for LST that is required for us to inspect. We are supposed to send Dept Head the completed list for signage and sent out to JOHSC.</p> <p>Patrick- some items need to be done twice a year, everything else is annually once a year.</p> <p>Joanne- Internal and external building inspection in Dec/Jan with Botany. A few notes made (Outside east wing ground floor, mud rooms have no “no smoking signs” >>> Katie Pikor can be made aware of it to get signage).</p> <p>Joanne- Send the inspection report directly to share point. No need to send to Pat.</p>			
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		Lab safety – Yellow Folders (in Botany) → Keep in backburner (no change!) - No need for Research labs - Gigi is still working on this for Teaching Labs	Katie Pikor Gigi		IP

* 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 has LST and JOHSC training available on their website - It's free! - Including the Local Safety Team Training	LST		
		Autoclave Training- Joanne Everything is ok.			
		Patrick- Mindy mentioned when she re-registered for autoclave training she was unable to update her training. SRS branch says they are working with online registration.		March, 2024.	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
		<p>New BERP online now: (No update yet) (Building Emergency Response Plan)</p> <ul style="list-style-type: none"> - Still a few more edits, Joanne will complete them. Only a few names need changing. - Will need to work with Botany for shared spaces. One BERP that both departments can use. <p>Notes: Joanne and Jeremy are attending the Botany LST meetings as well. No updates yet (recent meetings cancelled). Katie Pikor- Zoology floor wardens are also outdated Patrick- Trish, Colin, myself should still be on it and up to date etc. Patrick- need to go through the whole list and determine updates. Joanne- When will microbiology be in the north wing on the 2nd floor? Katie Pikor- officially it is “their space” so we need to meet up with the new administrator. Message from microbiology is that they are separate. We reached out for a common document but they don’t want one.</p>	Joanne	March 2024.	IP
		<p>Accessibility and Safety:</p> <ul style="list-style-type: none"> - Decided that it’s the students responsibility to tell instructors about accessibility. - Reached out to SRS – the worksheet was the same one given back to Gigi – Gigi is going to work on the worksheet over the summer to try and guide for different types of rooms (lab vs. tutorial vs. lecturer) 	Gigi Katie P Patrick		IP



	<ul style="list-style-type: none">- During Lab safety → we need to mention to all instructors that during safety that instructors need to have this conversation to students “if you have any accessibility/safety needs outside this lab safety, please tell me”- A document about safety needs to be given to instructors (including old instructors) → Gigi is working with Tammy now and will reach out to- Botany and and Zoology LST when ready <p>Notes:</p> <p>Patrick- follow up on lab sciences facility manager if there are posters. Essentially there are none that exist and we would have to create it specifically for our building or for our needs. Posters for those who may have accessibility or evacuation challenges.</p> <p>Katie Pikor- the posters should be centralized. We can’t take ownership of the entire building etc. Should be department of accessibility.</p> <p>Katie Pikor- Can look into asking centralized administration for resources instead of building operator.</p> <p>Sylvia- at the BRC there is a nice list of main sections of the safety aspects of the building. Super useful. What if we post something similar outside of the 3rd floor east wing office?</p> <p>Sylvia- Send Katie Pikor the example QR codes that are in the BRC atrium.</p> <p>Katie Pikor- We are going through iterations of signage in the buildings, ongoing process (multiple years).</p> <p>Joanne- were the QR codes put up because of the building works? Not sure.</p> <p>Katie Pikor- Signage in the building is all standardized. All assigned to the department of infrastructure and development, separate department to deal with signage.</p> <p>See what the university does across campus across the board. Could be something already in the works. When it comes to signage we can’t put up</p>			
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		our own signs as it is all regulated. If we're talking about the entire building it's a big project (months, years) for new signage.			
		<p>Website: (Complete but always a work in progress)</p> <ul style="list-style-type: none"> - Website updated! - If anything is out-of-date, let Pat and Sylvia know to fix it - If you can't find certain resources under the website tabs → Also please let Pat and Sylvia know! <p>Some of the links were out of date from safety and risk services. Katie Pikor- Holly-Anne tasked with looking into the website rabbit holes etc. Agreed to take charge and look around to provide feedback if any links are broken etc.</p>	Sylvia Holly-Anne LST		C
		<p>IN PROGRESS: Issues in ventilation of admin office (there is no ventilation).</p> <ul style="list-style-type: none"> - Update: Katie P. followed up with JOSCH and came in to visit - Waiting for JOSCH to come back to Katie P. with a response - If there is another bad heatwave, will work remotely. <p>Katie Pikor- It is not an item we can pursue anymore. Can't push any further because we don't have the money. If heat waves persist we can take it up again at a different level of administration. Currently working with building operations construction office to find out if there is a film to put on the windows to reflect heat (30-40%). Looking for products before summer starts. Post Doc's are using the space now.</p>	Katie P.		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
		<p>New SRS chemical safety and labelling guidelines.</p> <p>Notes: Sylvia has put up the information on the website with posters for information to put up in their labs. Joanne- SRS is doing an audit of our chemicals in each of the labs. In teaching labs we were contacted in Dec and they came to see the labs in January. Audit done in January. That's useful to give feedback on if we're storing chemicals properly. So far there have been no requests for changes. All the information has been sent out previously. Katie Pikor- Mandatory chemical declaration on her to-do list. Patrick- Joanne's chemical inventory was mandatory but not the same as Katie's. Joanne- As a safety team did we want labs to send us their lab reports? Katie Pikor- would be nice to have but could send the signal that we are responsible for them which we are not, SRS is giving feedback. Joanne- we have the reports as individual labs but we can leave it as is, could go to SRS if needed for the report info.</p> <p>Patrick- Don't necessarily take on the chance of getting all the reports. It is ultimately up to the PI's responsibility to maintain compliance. As a LST we are there to help them when they need information or to notify them with new information. We shouldn't be the ones to follow up after</p>			



		them or do their work for them.			
		<p>Ongoing salting of roads and walkways during snow/ice events</p> <p>Notes:</p> <p>Patrick- when it snowed a few times Jeremy was going to salt the sidewalks.</p> <p>Joanne- Biology office entrance was not cleared during the snow. Was put in the external report.</p> <p>Patrick- if it's really heavily used we can place a service request and they will usually come by and salt the walkway.</p> <p>Joanne- Stairs during snow storms or ice events are really slippery. Accident waiting to happen.</p> <p>Katie Pikor- Building operations responsibility but we can report it to them. Doesn't hurt to have multiple reports come in.</p>			
		<p>Power outage response plan.</p> <p>Notes:</p> <p>Patrick- is there any in place?</p> <p>Katie Pikor- no we don't. in the past we had lots of shutdowns in the old buildings, we were more organized. Since we had new building we have no power outage documenting or procedure. Official notification comes, we assume there has been power bump, until we get communication from building operations we can't send out communications to Zoology. Department wide email sent out only when building operations communicate. Its up to individuals to check equipment. Katie sometimes calls Jonathan to come in to check the freezers if its late at night etc.</p> <p>Katie Pikor- Has been talking to Gigi about the teaching labs to check equipment.</p> <p>Katie Pikor- Its up to the researchers to check after building</p>			



	<p>operations has communicated.</p> <p>Joanne- Teaching side is done by Gigi, set up a protocol in place to check equipment. Big list of priorities. Done.</p> <p>Patrick- talking with Steve about the feeder for the whole building.</p> <p>Katie Pikor- I think its all one electrical feeder.</p> <p>Patrick- even with a small power bump I still get a phone call. I can always keep letting Gigi know when my pumps go down etc. If there are different feeders then maybe there can be electrical monitoring in the east wing.</p>			
	<p>Mandatory weapons declaration (Chemical weapons)</p> <p>Notes:</p> <p>Patrick- Need to send to all faculty who use chemicals that need to be declared. Need to complete report if used it, purchased it, or sent it off to other facilities. Needs to be done every year. Biodiversity building's just sent off. BSB needs to be done.</p> <p>Katie Pikor- to be sent off to faculty members so that they can start it.</p>			

7. NEXT MEETING

Date:	March, 2024
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:47

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