



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: July 2, 2024

Time: 11am  
Location: Zoom meeting: Accessed remotely

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> <li>3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol>	<ol style="list-style-type: none"> <li>4. Review Education and Training</li> <li>5. Ongoing Business – Status of Action Items, Review of Previous Minutes</li> <li>6. New and Other Business</li> <li>7. Next Meeting</li> <li>8. Meeting Adjournment</li> </ol>
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gigi Lau	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aaron KS	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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
#132054		Nov 7 <sup>th</sup> , 2023	Getting reflective vests, what does safety and risk services recommend? LST recommends bright vests so people can be seen. Patrick to follow up with safety and risk services. Gigi has developed an SOP (about dealing with members of the public) with feedback from SRS. Plans to have it built into the field safety plan for both teaching and research.	Gigi Patrick	Summer 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>Safety inspections</i>		Still working on research labs and classrooms in Biodiversity building and biological sciences buildings. Pat- Inspected lecture rooms and meeting rooms in BioSciences. Will need to inspect BRC research labs next. Teaching labs still in progress for inspections.	Patrick Joanne		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
		LST and JOHSC courses available as listed in the email by SRS			

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
BERP		Joanne- Botany met left last week with updated BERP with all the changes. Haven't had a chance to read through the changes to see what Zoology actually needs to change. Patrick- Forward floor warden list to Jessica Trat and Katie P to have fill in the missing wardens. Also contacted SRS to see if we need a secondary floor warden or if 1 is enough. Waiting for SRS as it will determine if admins will find a secondary or not.	Patrick Joanne Jeremy Holly-Anne		IP

6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		Patrick- Contacted Katie P. and Jeff about needing another faculty	Patrick		IP



		LST member. Waiting on response to replace Wayne M.			
		Katie B-Mold in wet lab in BRC. Have worked with researcher, SRS, and soon Building Ops to address the issue but also prevent from happening in future. Steve Carey (Building FM) knows about it.  SRS-anyone can clean mold but need PPE and respirator  Mindy- had same issue in BioSci 2029 with mold with recirculation system.	Katie B		IP

**7. NEXT MEETING**

Date:	Aug 6 2024
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:40am

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](mailto:safety.programs@riskmanagement.ubc.ca)