



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Oct 8th, 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> |
|--|--|



| 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 type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Gigi Lau                     | Biological Sciences Building | <input checked="" type="checkbox"/> | <input 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 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 type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Katie Beall                  | Biodiversity Research Centre | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|                              |                              |                                     |                                     |                                     |
| Faculty Representatives      | Work Location                | Present                             | Regrets                             | Absent                              |
| Chin Sun (Teaching)          | Biological Sciences Building | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Jill Jankowski               | 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 #<br>(Use CAIRS Incident ID #) | Priority | Date                          | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To | Follow up:<br>Date Pending | Status |
|-------------------------------------|----------|-------------------------------|--|-------------|----------------------------|--------|
| #134738                             |          | August 6 <sup>th</sup> , 2024 | <p>Grad student field work. Bumped their head. Time loss due to injury. Prior concussion symptoms. Supervisor made sure that the individual was safe? Supervisor is going to develop a way in which to minimize head injury? Repetitive gradual onset injury. Occurred during field work. Supervisor not aware of prior conditions of head injuries. Comes down to hazard assessment to be aware of. Use PPE if necessary (Hard hat). Participant form asks to indicate possible medical records or information to disclose that would be of useful knowledge in the field. Accessible to the supervisor.<br/>Holly-Anne: It's a participant form. Sylvia- any person in the field should fill it out.</p> <p>Supervisor is out in the field. Sept 10<sup>th</sup>, 2024.</p> <p>Supervisor sent a reminder for follow up. Still no reply yet- Oct 2024. Pat will continue to follow up with the supervisor.</p> | Pat         |                            | IP     |
| #134910                             |          | Sept, 2024                    | <p>Fire in environmental chamber. Heater that was out of water that was touching against a plastic barrel. Plastic melted and smoked. Small recirculation system. Overtime the water evaporated and the heater was no longer submerged.</p> <p>Corrective actions:<br/>Change the colour of the barrel to see the water level more easily.<br/>Re-design the system so the filter media isn't touching the heater.<br/>No longer place a heater in the sump.<br/>Had to use a heater because the environmental chamber wasn't working properly. Environmental chamber has been fixed.<br/>Re-train all the members of the lab to check the water levels in all their tanks to make sure no heaters, pumps, or filters are running dry.</p>   | Pat         |                            | C      |



|         |  |            |   |     |  |   |
|---------|--|------------|---|-----|--|---|
|         |  |            | <p>Once the system is up and running again, include in their daily checklist to check water levels. Check list in development.</p> <p>Johnathan: Float switch on the water pumps to turn off the pump during a low water height.</p> <p>Christopher: JOSCH, any changes get put into standard SOP for the whole facility once it works out. If the lab changes the procedure for training the other labs need to know as well.</p>    |     |  |   |
| #134899 |  | Sept, 2024 | <p>Occurred Sept 4<sup>th</sup>. Researchers going to Kamloops area. West side road intersection with HWY 97. Turning onto HWY 97. Collision as the researcher entered the intersection.</p> <p>No injuries prior to accident.</p> <p>Conclusion, likely human error.</p> <p>Follow up: Zoology website vehicle sign up, add in a comment for all individuals that stipulates driving safe, attentive and to the road conditions.</p> | 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 #<br>(Use Inspection #) | Priority | Discussion/Comments/Recommendations  | Assigned To               | Follow up:<br>Date Pending | Status |
|------------------------------|----------|--|---------------------------|----------------------------|--------|
| <i>Safety Inspections</i>    |          | <p>Still working on research labs and classrooms in Biodiversity building and Biological Sciences Building.</p> <p>Pat- Will need to inspect BRC research labs next in November/December.</p> <p>Patrick- won't be available until Nov to finish labs in BRC. Research labs in BIOSCI are finished, research labs and classrooms.</p> <p>Sylvia- Offices need to be done. Gigi and sylvia.</p> <p>Mindy- all of the inspections are done for teaching labs, just waiting to write them up.</p> | Pat/Mindy/<br>Sylvia/Gigi |                            | IP     |



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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 has LST and JOSCH training available on their website <ul style="list-style-type: none"> <li>- It's free!</li> <li>- Including the Local Safety Team Training</li> </ul> | LST         |                         |        |
|        |          | Shake out earthquake drill is Oct 17 <sup>th</sup> .   |             |                         |        |
|        |          | Safety Day Oct 16 <sup>th</sup> .  |             |                         |        |
|        |          | Daylight savings = Nov 3 <sup>rd</sup> . Be aware, it will get darker. Plan ahead etc.   |             |                         |        |
|        |          |  |             |                         |        |



| 5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes) |          |  |                          |                               |        |
|--|----------|--|--------------------------|-------------------------------|--------|
| Original Item #  | Priority | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To              | Follow up:<br>Date<br>Pending | Status |
| BERP   |          | Pat spoken with Katie and Jessica, still looking for secondary floor wardens for a few areas. – Oct 2024.<br>Holly-Anne: One of the maps needs to be updated to include an AED.<br>Christopher- Attended SRS meeting about updating BERPS every year. Working on an online system for 2026-2027 to make it easier to update. | Joanne<br>Holly-<br>Anne |                               | 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>Assessment on field safety forms. UBC take on the field safety reports. Sylvia- CARIS Reports, supervisor did not have all of the forms submitted. Volunteer that has not submitted their wavier etc. Sylvia- LST can't police this stuff but the PI should be made aware that they should be following up with everyone going out. Field safety forms need to be completed before they leave. Make sure that all participants have submitted their contact information. Person that did the assessment for all of UBC is starting a group for solutions at UBC at large. Sylvia is a part of this group.</p> <p>Important that the PI's follow up with their trips.</p> <p>Patrick- LST is here to relay safety messages in the building. Not necessarily our job to implement certain activities like filling out forms etc.</p> <p>Johnathan- vehicle sign out procedure. Rather than it being the shipping-receiving person with the keys and authority, assign the form and signage to the PI.</p> <p>Pat- when an individual signs out a vehicle they need approval from PI first and then keys second. Still on the research supervisor's responsibility to make sure the forms are filled out before they are allowed to go out.</p> |                     |                               |        |
| NEW    |          | <p>Updates to vehicle sign out form to include intent of each trip. For vehicles booked to go to the field need to include more information i.e. completion of Field Safety Forms BEFORE getting car. Approval should be done beforehand and signed off from PI's.</p>  | Pat- Katie and Jeff | Oct. 10 <sup>th</sup> , 2024. | IP     |



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|--|--|---|--|--|--|
|  |  | Vehicle booking authorization form: underneath destination “if this is for field work please include field work ID number”<br>Supervisor signature: “if this is for field work, it is your responsibility to ensure that all field safety documents are completed prior to the trip for all researchers. Your signature certifies that everyone has their field safety forms completed” |  |  |  |
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| 7. NEXT MEETING |                 |
|-----------------|-----------------|
| Date:           | November 5 2024 |
| Time:           | 11:00           |
| Location:       | Zoom            |





| 8. MEETING ADJOURNED |       |
|----------------------|-------|
| Time:                | 11:49 |

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)