Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Patrick Tamkee
Date:	Feb 3rd, 2026	Time:	11am
		Location:	Zoom meeting: Accessed remotely

AGENDA:

1. Roll Call
2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   - Monthly Incident List & Statistical Summary Report
3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
4. Review Education and Training
5. Ongoing Business – Status of Action Items, Review of Previous Minutes
6. New and Other Business
7. Next Meeting
8. Meeting Adjournment

1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Patrick Tamkee	Biological Sciences Building	☒	☐	☐
Sylvia Heredia	Biological Sciences Building	☒	☐	☐
Mindy Chow	Biological Sciences Building	☒	☐	☐
Chris Stinson	Biodiversity Research Centre	☒	☐	☐
Joanne Denny	Biological Sciences Building	☒	☐	☐
Gigi Lau	Biological Sciences Building	☒	☐	☐
Aaron KS	Biological Sciences Building	☒	☐	☐
Johnathan Affleck (Workshop)	Biological Sciences Building	☒	☐	☐
Holly-Anne Burrows	Biological Sciences Building	☒	☐	☐
Shuang Liu	Biological Sciences Building	☒	☐	☐
Daniel Lee (FSIAP)	Biological Sciences Building	☒	☐	☐
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	☒	☐	☐
Katie Beall	Biodiversity Research Centre	☒	☐	☐
Faculty Representatives	Work Location	Present	Regrets	Absent
Bob Shadwick	Biological Sciences Building	☐	☒	☐
Jill Jankowski	Biological Sciences Building	☒	☐	☐
Chin Sun (Teaching)	Biological Sciences Building	☐	☒	☐

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

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
2025 Safety inspections		Dec 3rd: Email out to say we will be doing lab safety inspections. Departmental meeting next week Monday. Patrick will mention the lab inspections at the departmental meeting. We still need to do inspections on some rooms to complete the whole building inspection. Both biological sciences building and biodiversity building. Pat: Chris was going to inspect the biodiversity offices. Pat: Biosciences building offices and classrooms unknown. Sylvia = offices and classrooms. Chin and Gigi can help for classrooms. Sylvia needs a key from Katie Pikor for the master key for South and West wing. Katie B: the Museum safety team and I will be doing inspections of Biodiv offices, theory rooms and common spaces starting next week. We will not	Pat/Brett Dec: Sylvia (Offices, classrooms) Pat (Research labs, storage rooms, workshop)	Jan 2026	IP

		inspect the wet labs or dirty labs as we rely on the department safety team to inspect those. Feb 3rd: Office and lab inspections all done, classrooms remaining			
Quarterly fire drills		All labs that use flammables must now have four fire drills per year. One must be an actual evacuation, one requires supervisor and lab members to practice a fire drill, and other two is a discussion involving what to do, what to improve. Dec 3rd: Quarterly fire drills required for any room with flammables. One yearly full evacuation. Two sit down meetings to talk about fire safety for their particular labs. One yearly lab walkthrough and inventory check. Pat brought this up at departmental meeting. Research labs checklist: Quarterly fire drills (new). Figure out how researchers keep track of quarterly fire drills to make sure researchers have done it (records). Feb 3rd: Joanne and Mindy working on template for quarterly drills, should be ready soon. All labs have been notified of the quarterly drill requirement, and forms should be posted near eye wash station for easy checks	LST/lab supervisors Pat/Brett		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 JOSCH training available on their website - It's free! - Including the Local Safety Team Training - Can be found on the SRS website	LST		

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		Waiting for March 2026 for SRS to present the new BERP template so we can update BERP. Feb 3rd: checking if JOHSC updated BERP with quarterly drills, need to check before March deadline. BERP for BRC expansion done, just need to find floor wardens. BioSci also needs more floor wardens, Katie P. working on it	Joanne/ Patrick Jessica (Botany)		IP
Wet lab in BRC with mold		Department head, administrator, facility manager, researcher and Patrick met to discuss the flood table room. Work is in progress to have the equipment cleaned, and the walls and receptacles repaired and replaced. Now working with Building Ops and trades to repair lab before we can rebuild flood table system. Dec 3rd: Katie Beall- no progress on it. Working on the scope of the project. Chris would like another aquarium in there but the flood table system is moving to another location. Feb 3rd: Work still in progress	Katie Beall		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
		Zoology Admin Offices assessed by Abigail Overduin from Workplace Health Services about the lighting in the offices. Office workers expressed concerns that the lighting was too bright and therefore had to work with the lights off most of the time. Nov 5th: Pat: JOSCH also brought in to talk about the lighting? Chris: Not brought up for lighting yet, previously brought up temperature control issues. Pat: Will follow up with Katie and then send to Chris. Meeting is next Thursday. Dec 3rd: Patrick will talk to JOSCH to get movement on it. Feb 3rd: Pat spoke with Glen Samous, JOHSC now involved to get things moving	Pat Katie Pikor		IP
		Nov 5th: Mindy: TDG review. Receiving packages keeping a copy of the dangerous goods? Keeping a record. Packing slips. There will be other symbols to indicate that you should look for a slip. Pat: Keep collecting them in a binder. Mindy: TDG certificate expired in some places. Feb 3rd: Mandatory training being updated to include TDG. Personnel also have not been receiving alerts on expired safety certifications, what can LST do? Considering using			

		Workday alerts, PIs reminding students, and/or reminders at faculty meetings/zootails			
New official spill kit		Impromptu spill kit in shipping & receiving, Katie and Jessica decided to make it official and add to list of spill kits. Pat and Joanne will refurbish the kit into a more permanent container			
Mold exposure survey		SRS sent out mold exposure survey in December, Pat will take a look at it			

7. NEXT MEETING	
Date:	Mar 3 2026
Time:	11:00
Location:	Zoom

8. MEETING ADJOURNED	
Time:	11:27AM

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