



Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Pat Tamkee
Date:	06-Feb-19	Time:	10:00
		Location:	Biosci 4223

1. ROLL CALL

Worker Representatives	Work Location	Present	Regrets	Absent
Bruce Gillespie	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Tamkee	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	BioDiv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leticia Aviles	BioDiv	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katie Pikor	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephanie Blain	BioDiv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edythe Grant	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Milsom	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jolan Theriault	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Wesbrook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Adamson		<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)



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

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
	B	- review workplace safety inspections, and safety inspection for the building and rooms inside the building, like offices, hallways/corridors, and labs - Pat will do general inspection other than lab components - lab safety inspections will be in summer: May/Jun	Pat / everyone		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
	E	- education training: Risk Management has updated us that two part LST training is up to date	Everyone/No one		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
	B	<p>Safe work procedures:</p> <ul style="list-style-type: none"> - there is actually a UBC policy already, now there is a Zoology specific policy - anyone either going to do field research or running a lab field course has to fill out a set of five forms - Bill will run it past instructors and researchers - includes extra requirements for international travel - Risk Assessment Form has a list to check off for things that should be in place for potential risks, including communication plan, emergency response plan, critical data forms, acknowledgement of risk form - ideally it will all go up on a website, and when they forms are filled in they will automatically be sent somewhere - need to know who these forms go to, to verify they've been filled out properly – either head of department, administrator, safety officer - feedback: is there anything in there that shouldn't be? Is there anything else that should be there? - still a standing question who counts as someone to go into the field (for the second person requirement) <ul style="list-style-type: none"> - Pat has asked risk management - in acknowledgment of risk form it indicates whether or not it is a UBC employee or volunteer - need a volunteer or co-op agreement template for non-UBC individuals - who trains non-UBC? <ul style="list-style-type: none"> - some institutions have training programs, some have manuals, most leave it to the PI to ensure everyone is trained properly - need paperwork on training for equipment, etc. 			IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<ul style="list-style-type: none"> - wording should be something to the effect of: trained to perform specific duties - could have a distinction between emergency response and participation in field work – emergency response is purely because of the requirement of second person 			

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
	B	- exit protocol needed for Wesbrook and COPP, according to the move out schedule			N
	C	<ul style="list-style-type: none"> - Botany has a safety folder package that gets handed to every graduate student, that keeps all required training, certificates, etc. - on file for mandatory courses already, in Zoology - packages have a lot of basic information – training, basic guidelines, location of supplies - Risk Management is concerned about records of proper training, for equipment, etc. - example- compressed gas cylinders – everyone is recorded as having been trained in many labs, but there was no documentation for training - potential ways to change the current form: student signs, has safe training for the lab, etc. - moving forward: send out package from Botany to PI’s as an electronic copy tailored to Zoology; meet with Vanessa to consider presenting at Zoology faculty meeting 			N



6. NEW & OTHER BUSINESS					
	E	- pink shirt day on February 27 to deal with bullying and harassment			N
	E	- move BC; website link to deal with being too stationary			N
	C	- SOP for autoclaves - part of the training provided by labs - created a poster for autoclave room with recommended times, etc.	Pat/Mindy	Summer 2019	N
	C	- building policy for wearing lab gloves outside the lab - unknown whether there is a general policy, but probably we're not allowed to be walking around with gloves on, Pat will check with Life Sciences - we can put up posters, include in the newsletter			N
	E	- doodle poll to be sent out to determine new meeting time	Pat		N

7. NEXT MEETING	
Date:	TBD
Time:	TBD
Location:	TBD

8. MEETING ADJOURNED	
Time:	10:40



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

