



## Local Safety Team Meeting Minutes

<b>Name of Team:</b>	Zoology LST	<b>Chair(s):</b>	Patrick Tamkee
<b>Date:</b>	June 5, 2019	<b>Time:</b>	10am
		<b>Location:</b>	Biological Sciences Bldg Room 4223

1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Chris Stinson	Beaty Biodiversity Museum	<input type="checkbox"/>	X	<input type="checkbox"/>
Martin Adamson	Wesbrook	X	<input type="checkbox"/>	<input type="checkbox"/>
Edythe Grant	Biological Sciences Building	X	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Gillespie	Biological Sciences Building	X	<input type="checkbox"/>	<input type="checkbox"/>
Leticia Aviles	Biodiversity Building	<input type="checkbox"/>	X	<input type="checkbox"/>
Sylvia Heredia	Biological Sciences Building	X	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Tamkee	Biological Sciences Building	X	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Gaede	Biological Sciences Building	<input type="checkbox"/>	X	<input type="checkbox"/>
Stephanie Blain	Biodiversity Building	X	<input type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Wesbrook	<input type="checkbox"/>	X	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input type="checkbox"/>	X	<input type="checkbox"/>
Katie Beall	Biodiversity Building	<input type="checkbox"/>	X	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input 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 # (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
<i>E.g.</i> <i>GI-Rix-17/09/13</i>					
<i>E.g.</i> <i>GI-TEF3-17/09/14</i>					
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>					

\* 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

#### 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
		<ul style="list-style-type: none"> <li>- lab inspection delayed until Wesbrook and COPP have been decomissioned</li> <li>- decomissioning likely can't start until the beginning of August (subject to more delays)</li> <li>- new occupants of Wesbrook are moving in September, so we have to be cleared out by the end of August</li> <li>- lab inspections will likely be in September</li> </ul>	All		IP
		<ul style="list-style-type: none"> <li>- Pat did building inspection for biosci, and made a new building emergency response plan for biosci and biodiv, which are now on the website</li> </ul>	Pat		C
		<ul style="list-style-type: none"> <li>- safe work procedures – policy form page, web forms for leaders and participants</li> <li>- JOHSC provided edits to be made, as did Leticia – these have been made</li> <li>- Pat checked with Rick Management re: liability, they have a few additions they would like to see. Volunteers and non UBC individuals have to fill out a waiver form in addition to the participant web form</li> <li>- these waivers are specifically for volunteers doing field work, but question whether there should also be a similar one for lab work</li> </ul>	Pat/Sylvia		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<ul style="list-style-type: none"> <li>- want to make it straightforward to figure out who needs what forms – divide forms into subsets based on what people need</li> <li>- there is a number that the leader has so that forms can connect to a single project</li> <li>- the forms are costing quite a bit of money, question whether adding waiver form is going to cost extra</li> <li>- forms are only accessible with zoology credentials. Add a section to the leader forms section to make sure volunteers fill out waiver form</li> <li>- visiting scientists tend to not have zoology credentials. They would be leaders on teams, but not have access to these forms</li> <li>- suggestion to have a click through flowchart, so that there would be a route that works for non paid UBC people that includes those people as leaders</li> <li>- question whether an associate should be able to go out with a bunch of volunteers; this would get difficult in cases like DFO scientists</li> <li>- suggestion to check with RMS whether somebody who’s visiting can lead a field trip; i.e. can a volunteer lead a field trip, even if that volunteer is an expert? (ex. DFO scientist, scientist visiting while on sabbatical, etc.)</li> <li>- web form for leader is fine</li> <li>- field safety policy and procedures, under research fieldwork, Paul added in a sentence, but otherwise that was okay</li> <li>- other comment from Paul is that in Risk Assessment form, wanted to include a matrix for the level of risk for the hazard identified, suggestion to try to standardize better by including a reference likelihood/consequence matrix as a way to gauge what constitutes low/medium/high risk</li> <li>- for tasks with hazards with “high” or “medium” risk, describe the risk and outline how that risk will be mitigated</li> <li>- concern about how PI’s will actually choose to fill out the forms</li> <li>- the forms will be able to be updated</li> </ul>			
		Mandatory safety courses for supervisors on RMS website – not just for new hires; mandatory for all PIs.	Chris Stinson		IP



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

		<p>Allows them to know their role (i.e.: any volunteers in the lab are ultimately the supervisor’s responsibilities)</p> <p>Will check what other depts are doing across faculty of science – why not reinforced by RMS</p> <p>Action – Will wait for results of JOHSC discussion of the subject</p>			
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**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

**7. NEXT MEETING**

Date:	July 3 2019
Time:	10am
Location:	BioSci rm 4223

**8. MEETING ADJOURNED**

Time:	11:28am
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**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New



PRIORITY:		STATUS:	
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)