



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: February 5, 2020

Time: 10am
Location: Biological Sciences Bldg Room 4223

AGENDA:

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| <ol style="list-style-type: none">1. Roll Call2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | <ol style="list-style-type: none">4. Review Education and Training5. Ongoing Business – Status of Action Items, Review of Previous Minutes6. New and Other Business7. Next Meeting8. Meeting Adjournment |
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1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Chris Stinson (JOHSC)	Beaty Biodiversity Museum	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ellen Nikelski	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Bruce Gillespie	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"/>
Edythe Grant	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Gaede	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Martin Adamson		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Craig Berezowsky		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jane Roskams		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(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)</i> 						
(* 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
			-No CAIRS reports for zoology since last LST meeting			C



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

			-Few instances where biology students have pricked or cut their fingers, but nothing major. Botany LST followed up.			

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. GI-Rix-17/09/13</i>					
<i>E.g. 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
		-Safety Day this year is on October 6 th , 2020 -An email will be sent out to all local safety members making them aware of this opportunity and they may sign up as desired.	Pat		IP



4. EDUCATION AND TRAINING

		-Safety Day is a full day event, but it is possible to only stay for the morning or afternoon. If members wish to only stay for part of the event, they must specify on their registration form so that organizers can plan how much food they need to order.			

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
		<p>-Protocol for washing lab coats is moving forward. The proposed procedure is as follows:</p> <ul style="list-style-type: none"> • An email will be sent out to members of the zoology department (ie research labs) indicating that there is an opportunity for lab coats to be sent out for cleaning. This will coincide with times when the lab coats from teaching labs will be sent out. • The research lab prepares a bag of dirty lab coats. Who the lab coat belongs to as well as what lab the lab coat belongs to must be indicated in permanent marker on the collar of each coat • The bag of lab coats will be dropped off at a central location on the Friday that they will be sent out with information about how many lab coats are contained within the bag as well as a speedchart code that can be used to pay for laundry fees. • The lab coats will be washed over the weekend and returned to central location for pick up by research labs on Monday <p>-The price of washing lab coats would come out to \$3.50-\$4.00 for each coat. However, if a minimum threshold of coat number is met, the price per coat will drop. The threshold is somewhere between 30-60 coats per laundry event.</p>	Pat		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)				
		<p>-Question/concerns moving forward: Where will the central location be? Who will handle processing the lab coat drop offs? How many departments will be included?</p> <ul style="list-style-type: none"> • If there is not a person to physically accept the lab coats and check IDs, people will assume that this is a free service and drop coats off without including payment information. • It is being proposed that the drop-off location be the shipping and receiving office making Wes the point person for handling lab coat drop off. However, Wes is appointed by both Zoology and Botany meaning that Botany must be brought into this conversation. As well, Wes' hours are currently being tracked and he cannot be given too big a project that will require too much time. Wes must first be approached to see if he has time for this new responsibility. A test can be run to see how long it takes to do this procedure and, if it takes too long, a different central location and point-person will need to be identified. Wes' hours would need to be specified in the original email calling for lab coat drop off so that people know when he will be available. • Payment for lab coat laundry can get complicated if many departments are involved. For example, if Zoology pays for the laundry, but a Botany lab coats are included with a Botany speedchart, specific permission including signed forms must be authorized for Zoology finance to access the Botany research labs' funds <p>-Pat will continue to think on this and come back with more options.</p>		
		<p>-It is currently not possible to hold a fire drill in biosciences because floor wardens have not been specified in new wings. This is a complicated issue because these wings are now shared between 6 different departments (Science co-op, Microbiology, Biochemistry, Zoology, Botany, Cell Biology (?))</p> <p>-Questions/Concerns:</p>	Pat and Katie	IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<ul style="list-style-type: none"> • There is uncertainty on how to recruit floor wardens in new spaces and who to contact among the LST of the different departments to help with this issue • Floor wardens have still not been identified for the older North and East wings • In areas with teaching labs, there is constant turnover of instructors who could act as floor wardens. Two floor wardens must be specified for each location <p>-It should be possible to work with botany in shared spaces to identify floor wardens</p> <p>-In shared spaces with other departments, it is proposed that Pat talk to risk management to identify who he can get in contact with to solve this issue. Katie advises against this as it may motivate risk management to request a single LST for the biology department.</p> <p>-Katie suggests that we figure out floor wardens for Zoology and Botany specified areas. Once this is completed, she will approach other departments as needed.</p> <p>-To identify floor wardens, it is suggested that we approach previous floor wardens to resume their roles. If this does not work, we may need to approach Vanessa for assistance.</p>			
		<p>-Chemical amnesty program has concluded at the biosciences building and will now be moving to the life sciences building. As of right now, all life sciences residents have received an email regarding this program specifying that chemical drop off will be February 18th-21st.</p> <p>-The program proceeded successfully at the biosciences building. Labs were able to get rid of some very dangerous chemicals (eg. picloric acid)</p>			C
		<p>-Question posed: When/ how should lab inspections proceed? This includes both research and teaching labs in the biosciences building and biodiversity research centre.</p>	Pat and Katie		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>-As of right now, all zoology labs have been decommissioned in the Coop and Wesbrook buildings except for some environmental chambers and aquatic facilities. Some botany labs remain to be dealt with, but those are not our responsibilities.</p> <p>-With the completion of decommissioning, it is now possible to start lab inspections. This would be the first inspection for many teaching labs. There are known issues in these labs as some do not have signs for hazardous materials put up because they have not filled out proper paperwork. A further issue is that many teaching labs are shared between Botany and Zoology. Botany must be included in this conversation and A Botany representative should be present at inspections.</p> <p>-Due to these complications, teaching labs will be put aside for now until botany is ready. Inspections of research labs will proceed. Labs in biodiversity research centre will be the same as previous years, but a list of Zoology labs in the biosciences building will need to be provided by Katie.</p>			
		<p>-Pat and Sylvia are currently ironing out the final details for the online safety forms for field activities completed by both graduate and undergraduate students.</p> <p>- It is proposed that the detailed online safety forms be completed by graduate students who are completing field work as part of their thesis work. Undergraduate students who are participating in field work as part of their courses will complete a less detailed waiver form available on Canvas. Pat is currently working with Mackey to set up this waiver form on Canvas.</p> <p>-More specifically, the waiver form:</p> <ul style="list-style-type: none">• Would be accessed via canvas by undergraduate students using their CWLs• Would be required for any courses that have day trips out into the field.	Pat, Katie, Sylvia		IP



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

		<ul style="list-style-type: none">• Would appear as two assignments in Canvas under the specified course of interest. The first assignment would be a document detailing the risks that the student might face out in the field and a box that they must check indicating that they have read through the risks. The second assignment would be a participation form that the student filled out indicating their name, student number and an acknowledgement of risk. It is suggested that credit and a due date be assigned to these forms to ensure student completion and so that instructors will be able to assess who has completed these forms. Students will not be able to participate in field activities until they complete these forms.• Information from these forms would be consolidated into an excel spreadsheet and kept as a record. It is not yet decided who will receive the information from these forms (ie. whether it will go to the instructors of the zoology student office). However, once this data is gathered, it will be sent to the swp@zoology.ubc.ca email. Pat will be meeting with Mackey to discuss this further.• Risk management has specified that these forms be sent out once a semester. <p>-Question regarding canvas forms: Will they include emergency contacts that the instructors can print off and take to the field?</p> <ul style="list-style-type: none">• It is decided that these forms do not require emergency contacts. <p>-The concern is raised about what should be done for undergraduate courses that include field work that extends for longer than a day trip (ie. Biology 409 is a summer course that include a month in the field potentially abroad. In previous years, locations have included Peru, New Zealand etc. There are also courses that include local field work to places like Bamfield or Whistler).</p> <ul style="list-style-type: none">• Should these students fill out the online safety forms or the canvas waiver forms?			
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5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<ul style="list-style-type: none"> After discussion, it is decided that any course that includes field work that extends longer than a day (ie overnight) will require undergraduate students to fill out online safety forms as these courses tend to have smaller class sizes meaning that filling out longer forms is manageable. Katie will send Sylvia a list of courses that have this type of overnight field work One further complication with Biology 409 is that it is shared between Zoology and Botany. We cannot give botany access to our forms. This issue needs to be discussed further <p>-The concern is raised that botany needs to be brought into this conversation as it is not the responsibility of zoology to develop forms for shared courses alone. It is likely that bringing botany into the discussion will cause implementation of form system to take longer, but it is necessary to ensure a shared workload.</p> <ul style="list-style-type: none"> Pat will bring up this item at the next botany meeting 			
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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:	March 2020
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7. NEXT MEETING	
Time:	10:00
Location:	Biological Sciences Bldg Room 4223

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