

## Local Safety Team Meeting Minutes

Nan	ne of Team:	Zoology LST	İ	Chair(s):	Joanne Denny, Sylvia Heredia, Patrick Tamkee	
	Date:	July 7th, 2021		Time: Location:	11am Zoom meeting: Accessed remotely	
AGE	NDA:					
1.	Roll Call		4.	Review Edu	ucation and Training	
2.	Review Centr	al Accident/Incident Reporting System (CAIRS) report of	of 5.	5. Ongoing Business – Status of Action Items, Review of Previous Minutes		
	Accidents/Inc	cidents	6.	6. New and Other Business		
	<ul> <li>Monthly</li> </ul>	Incident List & Statistical Summary Report	7.	7. Next Meeting		
3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)				Meeting Ad	djournment	



1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Patrick Tamkee	Biological Sciences Building	X		
Sylvia Heredia	Biological Sciences Building	X		
Bruce Gillespie	Biological Sciences Building			X
Mindy Chow	Biological Sciences Building	X		
Edythe Grant	Biological Sciences Building	X		
Jackie Carpio	Biological Sciences Building			X
Chris Stinson	Biodiversity Research Centre		×	
Joanne Denny	Biological Sciences Building	X		
Nick Tochor	Biological Sciences Building	X		
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	X		
Katie Beall	Biodiversity Research Centre	X		
Faculty Representatives	Work Location	Present	Regrets	Absent
Craig Berezowsky				X
Jane Roskams (Retired now)				X
Graduate Representatives				
Lydia Fong		X		

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:								
<ul> <li>See attached incident report:</li> <li>Monthly Incident List &amp; 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)</li> </ul>								
(* See Legend at end for Priority and Status Codes)								
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status		



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:								
(Use CAIRS Incident ID #)								
Incident ID #)								
			None					

#### 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) Assigned Follow up: Item# Discussion/Comments/Recommendations Priority Status (Use Inspection #) То Date Pending E.g. None GI-Rix-17/09/13 E.g. GI-TEF3-17/09/14 NOTE: These are the inspection numbers (GI-location-date of inspection)

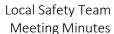
<sup>\*</sup> GI- General Inspection

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	Follow up:	Status			
π	THOTIC	Discussion Comments in Necommendations	То	Date Pending	Status			
		None						



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5. ONGOING B	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> <li>Lab Inspections</li> <li>Preparation for back to campus for Fall Term</li> <li>SRS will inspect lecture rooms (tables &amp; chairs)</li> <li>Workshop rooms/Office rooms: Focus on whether bookshelves are anchored</li> <li>Teaching Labs: Priority – Joanne &amp; Mindy will discuss next week, will also include the technician group. Research Wing is next priority</li> </ul>	Joanne/ Mindy		IP				
		<ul> <li>UBC Safety</li> <li>An email to send out to include:</li> <li>From July 26-Jul30 – Welcome Back Being Aware and Taking Care: For Faculty and Staff (not covid related) - email to website to register (includes five live sessions, other information related to health and safety and risk)</li> <li>Include a list of signs and symptoms for heat exhaustion/heat stroke</li> <li>Reminder about clothing in labs: proper shoes and pants</li> <li>Make sure people stay safe around wildlife.</li> </ul>	Joanne		IP				





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<ul> <li>Safety Training</li> <li>Worksafe BC has an e-news that can be subscribed too – can send link with the faculty email.</li> <li>Joanne sent an email out to LST regarding safety training course check list. Sylvia and Katie recommended to keep it short as PIs don't want too many documents to read. Edythe mentioned that it may be in WorkDay where there may be something in place that will track down which safety courses a person has taken and when they need renewal.</li> <li>Joanne mentioned that they don't have that in place yet but SRS is planning for it.</li> <li>Katie suggested that if we do decide on a simplified check list that we should also include all the information we have regarding how often courses need to be refreshed to meet up with WorksafeBC policy.</li> </ul>	Joanne	IP



5. ONGOING BUSINESS	5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)								
	<ul> <li>Autoclave Manual</li> <li>Approval of Joanne's autoclave manual will be discussed next meeting.</li> <li>Only a few people need to look over it to see if it reads well. Joanne will send out another email regarding this.</li> <li>Joanne has also been asked to create an error message cheat sheet that will be posted with autoclaves to instruct users what to do if they receive an error message. It will also inform all users that any error message must be reported.</li> <li>Some people have given feedback but still waiting on a few others</li> </ul>	Joanne/ LST		IP					

6. NEW & OTHER BUSINESS								
General discussion items (list actionable items below)								
Item #	Priority	Discussion and/or Action Items	Assigned	Date to be	Statı			
	1 111011111	Discussion and of Action Items	То	Completed	Status			
		- Will need to replace the faculty representatives (Jane Roskams						
		is now retired)	Katie Pikor					

7. NEXT MEETING					
Date:	TBD				
Time:	11 am				





Location:

Remote



8. MEETING ADJOURNED				
Time:	11:17			

### LEGEND

F	PRIORI	ГҮ:	STATUS:			
	А	Critical/Life threatening/high probability	N	New		
	В	Urgent/moderate probability of re-occurrence	R	Repeat		
	С	Important/low probability of re-occurrence	С	Complete		
	D	Reminders	IP	In Progress		
	Е	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 <u>safety.programs@riskmanagement.ubc.ca</u>