



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Joanne Denny, Sylvia Heredia, Patrick Tamkee

Date: October 06, 2021

Time: 11am
Location: Zoom meeting: Accessed remotely

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
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chris Stinson	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Joanne Denny	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Tochor	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lydia Fong	Biological Sciences Building	<input checked="" type="checkbox"/>	<input 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
Craig Berezowsky		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Roskams		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 #	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 #)						
			- 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)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g. GI-Rix-17/09/13</i>	High	Eye wash stations: <ul style="list-style-type: none"> - Eye-wash stations are fixed, except in cold rooms (tubes are angled improperly) 	Mindy		In progress
<i>E.g. GI-TEF3-17/09/14</i>	High	Lab Inspections: <ul style="list-style-type: none"> - Research Labs: will be done during November <ul style="list-style-type: none"> - Pat will email latest after Thanksgiving - Pat will compile list of labs for BRC (including Wayne Maddison) + BioSci - Teaching Labs: will be done by second week of December - Joanne: will talk with Brett (Botany department) about joint-teaching labs - Aquatics Facility (Pat checks regularly) + hummingbird facility (Nick) - Building Inspection: <ul style="list-style-type: none"> - Joanne will ask Brett about progress with building inspections (e.g. stairwells, hallways, perimeter of building, airflow) 	Joanne Mindy Pat		In progress



<p><i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i></p>	<p>High</p>	<p>Building Emergency Response Plan:</p> <ul style="list-style-type: none"> - Need to be completed before fire drill - Need to have an updated building plan on the website to include new teaching wings - Pat will send names of Floor Wardens for South + West wings to Joanne - Joanne will talk with Brett about Floor Wardens for North + East wings, will send the list of names to Katie Pikor by Oct. 27 (meeting with admin for Microbiology, Cell + Physio, and BioChem) - 	<p>Joanne Katie Pikor Pat</p>		<p>In progress</p>
	<p>Low</p>	<p>First Aid Sheet:</p> <ul style="list-style-type: none"> - Double check that the first aid sheet on the webpage is updated so that the UBC Mobile First Aid states that everyone is able to use it - Update First Aid poster 	<p>Pat</p>		<p>In progress</p>
	<p>Medium</p>	<p>Vehicle Bookings:</p> <ul style="list-style-type: none"> - On the website, link to this page: https://riskmanagement.sites.olt.ubc.ca/files/2020/06/UBC_Guidelines_Re-Occupancy.pdf - Also specify that masks are to be worn when there is more than one occupant in the vehicle - Update zoology website covid policy when using departmental vehicles 	<p>Sylvia</p>		<p>In progress</p>

* 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
		<p>UBC App: UBC Safety Vancouver App</p> <ul style="list-style-type: none"> - Beta testing in August, full release sometime in September <ul style="list-style-type: none"> o Work Alone o Contact-interval time between worker and employer/supervisor - Supervisor & Worker still needs a safety SOP 			<p>Complete</p>



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4. EDUCATION AND TRAINING

		<p>Course Field Trip:</p> <ul style="list-style-type: none"> - New TA safety training in-place → forms will go out with safety training for course → TAs will fill out what they have and will train in what they're missing <ul style="list-style-type: none"> o Joanne has worked on the forms and have sent out to Katie & Alison o Any issues, questions, or concerns from Faculty will go to Katie & Alison - Not full implemented: Set-up on Canvas (one standard field trip consent form + risk associated) - Joanne is working with Alison & Katie 	Joanne		In progress
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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
	Low	<p>Yellow folder:</p> <ul style="list-style-type: none"> - Botany has sent out the yellow folder (each individual keeps track of their own training, including lab training + UBC training) to keep in labs - Zoology traditionally gives the responsibility to supervisor. Something we can discuss in the future 			



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

		<ul style="list-style-type: none"> - Autoclave Manual - Approval of Joanne’s autoclave manual will be discussed next meeting. Only a few people need to look over it to see if it reads well. Joanne will send out another email regarding this. - 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. - Some people have given feedback but still waiting on a few others 	Joanne/ LST		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
		Will need to replace the faculty representatives (Jane Roskams is now retired) <ul style="list-style-type: none"> - Katie and Vanessa have some names now 	Katie Pikor		IP

7. NEXT MEETING



Date:	Nov 3 2021
Time:	11am
Location:	Zoom

8. MEETING ADJOURNED	
Time:	11:45am

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