

Local Safety Team Meeting Minutes

Name of Team: Zoology LST				Chair(s):	Joanne Denny, Sylvia Heredia, Patrick Tamkee	
	Date:	November 3rd, 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	5.	6. Ongoing Business – Status of Action Items, Review of Previous Minutes		
Accidents/Incidents				6. New and Other Business		
	 Monthly 	Incident List & Statistical Summary Report	7.	Next Meet	ing	
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	



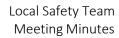
1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Patrick Tamkee	Biological Sciences Building	X		
Sylvia Heredia	Biological Sciences Building	X		
Bruce Gillespie	Biological Sciences Building	X		
Mindy Chow	Biological Sciences Building	X		
Edythe Grant	Biological Sciences Building	X		
Jackie Carpio	Biological Sciences Building			X
Chris Stinson	Biodiversity Research Centre	X		
Joanne Denny	Biological Sciences Building	X		
Nick Tochor	Biological Sciences Building	X		
Lydia Fong	Biodiversity Research Centre	X		
Greg				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	
Shin Sun				

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)





Itam #	Driority	Data	Action Plan	Assigned	Follow up:	Ctatus
Item #	Priority	Date	(Actions Taken/Need to be taken)	То	Date Pending	Status



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:							
(Use CAIRS							
Incident ID #)							

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
E.g. GI-Rix—17/09/13		 Went over the SRS email about safety: Reminder that daylight savings ends on Nov 7th at 2am, be careful and have safety measures in place when travelling to and from campus Cold stress awareness course available now for workers who are at risk of cold exposure Flu clinics are open for students, faculty and staff at UBC JOHSC training Part 2a will be available Nov 16th 			
E.g. GI-TEF3-17/09/14		 Lab safety: For keeping tracking of safety training for each member of the lab, botany has their Yellow folder where all documentation can be found in it and in the lab- Katie P not there so can't really talk about it as she prefer not to do it as it's the Pl's reasonability to do it. Botany student moved over to zoology and asking about yellow folder which was why this topic was raised. The last SRS inspection they asked about the list of completed 	Katie Pikor		In progress



NOTE: These are the inspection numbers (GI- location- date of inspection)	safety courses but we didn't have anything so then we started getting Edythe to hold the digital copies of it - SRS needs proof of completion Lab Inspections: - Email sent last week (Checklist is online) – send a reminder email - Joanne + Mindy: teaching labs will be done in early December - Research labs: Joanne may possibly be able to help - Joanne/Mindy will do inspections in December and can have people to come along to learn - Patrick/Joanne will be paired with non-experienced people Joanne + Mindy will meet with Pat to go over annual check	Joanne Mindy Pat	In progress
	Joanne + Mindy will meet with Pat to go over annual check - Lab coats need to be available for inspectors		

^{*} 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		
ILCIII#	FIIOTILY	Discussion/ Comments/ Necommendations	То	Date Pending	Status		



4. EDUCATION AND TRAINING						

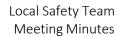
5. ONGOING B	USINESS -	- Status of Action Items (includes review of previous meeting minutes)			
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Website Update: New AED and old AED locations posted on website (by rm 3125, rm 2200) Work alone (Safety + Risk Management Website): risk assessment and interval times you need to be in contact			С
		Floor Wardens: - Joanne is working to get wardens for North and East wing - Have contacted Co-Op for floor wardens - Once assembled, send to Katie P. who will be in touch with other departments in the building	Joanne Katie P.		IP



5. ONGOING B	USINESS – Status of Action Items (includes review of previous meeting minutes)		
	 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?

NEW & OTH	ER BUSINES	S			
• General	discussion it	ems (list actionable items below)			
			Assigned	Date to be	
Item #	Priority	Discussion and/or Action Items	To	Completed	Status
		Will need to replace the faculty representatives (Jane Roskams is now retired) - Joanne will send a reminder email to Katie & Vanessa	Katie Pikor		IP

7. NEXT MEETING					
Date:	Dec 1 2021				





Time:	11am
Location:	zoom



8. MEETING ADJOURNED				
Time:	11:45am			

LEGEND

PRIORITY:		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>