



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: December 1st, 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Joanne Denny	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Tochor	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lydia Fong	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg		<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
Craig Berezowsky		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chin Sun		<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 #	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 #)						
128556			<p>There is an upcoming CAIRS report:</p> <ul style="list-style-type: none"> - Researcher was preparing chemicals for one of the labs – spillage – chemical needed to be dissolved and needed a little bit of heat in water bath – the vial popped open and spilt out - No injury - All incidents that could be potentially hazardous needs to be put into a CAIRS report - What were the root causes and the particular incident? Overwhelmed with multiple tasks that needed to be done in a short time-period <p>Apparatus and the set-up, and a few recommendations – Preparation and planning should be done so that researcher can plan accordingly and not be rushed to do things.</p> <p>Proper equipment used.</p> <p>Proper location of where to do this work. Chemical prep work can be done quicker/safer (SOP) – is there another chemical that you can use (eliminate any hazardous/dangerous chemicals if possible)</p> <p>-</p>	Pat	Dec 10	IP

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> GI-Rix-17/09/13		Machine shop and electronics workshop inspection: <ul style="list-style-type: none"> - Brett is arranging one with John, he is going to do it along with John Mindy & Joanne & Pat – Bruce will be there. 	Pat/Bruce		IP
<i>E.g.</i> GI-TEF3-17/09/14		Lab safety – Yellow Folders: <ul style="list-style-type: none"> - In Botany they keep it for the safety records/courses - In Zoology: Edythe has been keeping them, also digitalized so that Edythe always has access to it. - Safety courses vis UBC vs. Lab/Equipment Training from the Department/Lab (e.g. how to use nitrogen gas, centrifuge...): This will be an extra step but we have no record of it. - New workers form: On Workday – could be redundant? – We have to check what Workday has on record and if we have covered. - Currently Workday has part 1 where you can download the forms and sign it, but not required to upload the signed form. Do we need to enforce this now? - Field work/field equipment? Still part of the lab so it should be part of the training records – PI should be responsible for that, and we should have records → if we're trusting of the field work, then are we going to be trusting of lab? – maybe revisit next time with Katie P. 	Katie Pikor Edythe		In progress
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>		Lab Inspections - Lab coats need to be available for inspectors <ul style="list-style-type: none"> - Mindy & Joanne have begun – working today and next week. Sylvia will also join. Pat, Bruce, and Lydia joined yesterday. - Research labs will begin soon (Pat): - Mindy has asked some questions to Safe Risk Services – will forward email once received answers. <ul style="list-style-type: none"> - Abbreviations for diluted stock solutions – do they need to have proper, full labels on working solutions? Pictograms of labels? - For records of safety training: We have it as N/A – and maybe send 	Joanne Mindy Pat		In progress



		<p>this off to risk management and they will tell us what they expect.</p> <p>Joanne + Mindy will meet with Pat to go over annual check</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
		There is one for the Local Safety Training course!			



4. EDUCATION AND TRAINING					

5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
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Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Faculty Representative: <ul style="list-style-type: none"> - Chin Sun is on the team - Katie P. will check with Vanessa to get the second replacement 	Katie Pikor		IP
		Floor Wardens: <ul style="list-style-type: none"> - Building Inspection Checklist: fire drills done annually - we still have to work on it. - Joanne is working to get wardens for North and East wing - Co-Op Office was contacted – they will try to find two people to be their floor wardens: They are updated but Joanne has not heard back from then, will send a follow-up. - Is it possible to get Teaching Faculty to be Floor Wardens? Katie P. can put some names forward - Once assembled, send to Katie P. who will be in touch with other departments in the building 	Joanne Katie P.		IP
		<ul style="list-style-type: none"> - Autoclave Manual: - Joanne has made changes from Pat, Mindy, and Safety and Risk Services. - Will send to Sylvia to post it on the website 	Joanne/ Sylvia		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
		<p>UBC Safe App: https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/</p> <ul style="list-style-type: none"> - Has a work alone part to it - It will check in on you automatically, but should not replace the one that you have currently with your lab 			
		<p>Seasonal Shutdown + Website/Email:</p> <ul style="list-style-type: none"> - Katie usually sends out a reminder for seasonal shutdown & Snow removal, extreme weather, ice-prevention, etc. <ul style="list-style-type: none"> • Snow Policy - https://universitycounsel.ubc.ca/files/2019/08/now-Policy_SC5.pdf • Check UBC website https://www.ubc.ca for updates related to extreme weather • Snow removal and ice prevention - https://buildingoperations.ubc.ca/resources/snow-plan/ - The new updated First Aid Policy – everyone is still not aware of this – Emergency Contact Numbers need to be updated on the website - Sylvia will need to ask for some permission to change (Fuse?) - Tips from SRS: Can we do a monthly communication with the department – Sylvia? - Maybe attach to the end of lab inspection email? 	<p>Katie P. Sylvia H.</p>		IP



7. NEXT MEETING	
Date:	Feb 2 2022
Time:	11am
Location:	Zoom



8. MEETING ADJOURNED	
Time:	12:00

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