



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: March 2, 2022

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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Stinson	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input 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"/>
Craig Berezowsky	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Chin Sun		<input checked="" type="checkbox"/>	<input 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 #)						
			- No new CAIRS			

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.</i> <i>GI-Rix-17/09/13</i>		Lab Inspections <ul style="list-style-type: none"> - Pat has done all the inspections – sent all the corresponding emails for all the Zoology labs in BRC, and 3 & 4th floors in BioSci - Waiting to hear back from some of the PIs – a set up inspections follow-up email due this week. - Teaching labs have been responsive to the corrective actions, research labs are a bit slower - Nick – Hummingbird rooms need to be inspected and will email it to Pat to upload it for JOHSC (science + animal workers) - Completed reports from Mindy (remaining: 1 from a faculty member to sign, and Katie needs to sign 2 that don't have an instructor) - Pat will upload them when they're all done. 	Joanne Mindy Pat Nick		In progress
<i>E.g.</i> <i>GI-TEF3-17/09/14</i>		Lab safety – Yellow Folders: <ul style="list-style-type: none"> - No Update Yet - Confirm with Katie if she wants/doesn't want it 	Katie Pikor Edythe		In progress



<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
		<p>Remind any new students that they have to do autoclave training with Joanne</p> <p>Brett has done it quite successfully for faculty meetings. Bring it up during Zoology faculty meeting (Lydia).</p> <p>Sylvia can include in the Safety email to remind new students (or in the summer for any students who need a reminder); information is already on the website → Also to email Joanne</p> <p>Lydia will mention autoclave training at next faculty meeting</p>	<p>Joanne Sylvia Lydia</p>		C
		Updated training online – includes one for local safety training			



4. EDUCATION AND TRAINING

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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
		Faculty Representative: - No update without Katie Pikor - Vanessa is on it.	Katie Pikor Vanessa		IP
		Floor Wardens: - Joanne has an updated Floor Warden list (North & East wing – these are the folks who are TRAINED). Includes Botany & have their list added for our wings. Mostly technicians who are trained, but we need a back-up (min. 2 ppl per floor) e.g. a faculty member/someone who has an office on those floors. - Chin has put his name forward for East Wing - - Will send to Katie and will bring it up for the Departmental Admin meetings and get the other departments to assign floor wardens (e.g. Biochemistry & Microbiology).	Joanne Katie P.		IP



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

		<p>SRS Update:</p> <ul style="list-style-type: none"> - Mindy has emailed to get the AED update for the 3rd floor. - Not on website yet → if by next meeting it's not on there, we'll have a follow up 	Mindy		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>Annual Review of BERP for Department-SRS published a new manual with changes</p> <ul style="list-style-type: none"> - New BERP has been released + updates (there is a reminder of the annual BERP review) 	LST	Some time this year after Floor Warden List is completed	IP
		<p>New post on the Website (https://www.zoology.ubc.ca/resources/harassment-and-discrimination-complaints-steps-and-resources)</p> <ul style="list-style-type: none"> - Harassment and Discrimination Complaints - Other departments have LST as part of who to talk to if there is a complaint. - If others feel that LST should be a part of this, e-mail Sylvia → our role is better fit to redirect resources 	Sylvia LST		C?
		<p>“Being Aware” and noticing things – pay attention to your surroundings. Speak up.</p> <ul style="list-style-type: none"> - Appreciate our security guards - Brought up with this current news: 	Not really LST related		



		https://globalnews.ca/news/8652678/community-mourns-slain-ubc-okanagan-security-guard/			

7. NEXT MEETING	
Date:	April 6, 2022
Time:	11 am (unless we hear a conflict from others)
Location:	



8. MEETING ADJOURNED	
Time:	11:36

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