

Local Safety Team Meeting Minutes

Name of Team: Zoology LST			Chair(s):	Joanne Denny, Sylvia Heredia, Patrick Tamkee		
	Date:	April 6, 2022		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.	5. Ongoing Business – Status of Action Items, Review of Previous Minutes		
	Accidents/Incidents				other Business	
Monthly Incident List & Statistical Summary Report				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		×	
Jackie Carpio	Biological Sciences Building			X
Chris Stinson	Biodiversity Research Centre	X		
Joanne Denny	Biological Sciences Building	X		
Nick Tochor	Biological Sciences Building		×	
Lydia Fong	Biodiversity Research Centre	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
Chin Sun		×		

2. REVIEW CA	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)						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



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

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		 Lab Inspections Update: Mindy has sent Pat all the Teaching Labs she has done (one outstanding that needs signage – Chris Harley & Leticia Aviles) → Chin will get Chris & Leticia to sign off at a Lab Report If no signage by April 11 – then bring it up Pat will bring it up with Vanessa, and if not, then bring it to JOSCH Pat has done all the Research Labs except one in BioSci (Jeff – working on the corrective actions) Pat has done all the Research Labs in BRC – followed up at the beginning of April (waiting for Leticia & Chris) Mindy & Joanne have decided they're going to do Teaching Lab inspections during THE SUMMER (6mns from when we just did them): In June: More flexible and less busy 	Joanne Mindy Pat Nick		In progress



	 For Research Labs – for Pat – it's more downtime during November/Winter Goal: Just increase being safer, and if it is more safe for Teaching Labs in the summer and Research Labs in the winter, then ultimately that is the goal 		
	Nick – Hummingbird rooms inspection: - There is access to the ROOF – follow-up with Nick		
E.g. GI-TEF3-17/09/14	Lab safety — Yellow Folders: - No Update Yet - Confirm with Katie if she wants/doesn't want it	Katie Pikor Edythe	In progress
NOTE: These are the inspection numbers (GI-location-date of inspection)			

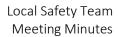
^{*} GI- General Inspection

4. EDUCATION AND TRAINING						
(General discussi	(General discussion, RMS Courses, external training opportunities etc. For all actionable items please list below)					
			Assigned	Fallowing		
ltem #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status	
		- N/A				



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
		Faculty Representative: - No update without Katie Pikor - Vanessa is on it.	Katie Pikor Vanessa		IP
		 Floor Wardens: Joanne has sent the updated Floor Warden list to Katie P. (North & East Wing Katie P. will bring up to Admin for 3rd floor (microbio & chem) – No Updates Botany: Lavinna has agreed to be Warden for First floor; Jessica was going to ask for a secondary Warden for First Floor 	Joanne Katie P.		IP
		Annual Review for BERP: - Floor Warden will need to be updated - Pat has done in the past: Revamp the building emergency response plan using SRS template (~3yrs ago) - SRS has an updated template – we will have to update ours as well & email includes the updated changes	Joanne Pat		IP
		SRS Update: - Mindy has emailed to get the AED update for the 3 rd floor Not on website yet	Mindy		IP



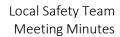
UBC	

	- Need another follow-up		· · · · · · · · · · · · · · · · · · ·



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

6. NEW & OTHER BUSINESS • General discussion items (list actionable items below) Assigned Date to be Item # Priority Discussion and/or Action Items Status Completed To Teaching Lab: Autoclave Door is being left open now-and-then Joanne Building Ops is trying to adjust the pressure of Autoclave Sylvia ΙP Room so more steam & smell is vented upwards South Wing Joanne will put up some signage about keeping doors closed and locked Maybe put in the e-mail? Maybe too broad – something to think about SRS E-mail: Is there Site Orientation Plan with New Workers (mandatory training)? → Yes (Supervisor has the checklist with certain LST safety features they must go over – including task-specific Sylvia safety) Outdated Signage: We have some – Jessica in Botany is currently going through the wings → Waiting for UBC printers to get the updated signage (They will be replacing all the old ones) Sylvia will include all the other notes to the monthly safety



	UI ₹	3C ⑦
1	T.	

email (Violence & Risk assessment in work area, including field trips, free Health protection programs including respiratory and hearing protection)			
 Sylvia on ZEDI: Talking about Safety Forms (Web Forms) Include "Human Risk" → anything that follows under EDI issues (e.g. Violence on field trips) ZEDI has decided to take the lead on this – they will reach out to the departments first, and then we may become involved 	Sylvia		IP
	-	_	

7. NEXT MEETING				
Date:	May 4, 2022			
Time:	11 am (unless we hear a conflict from others)			
Location:				



8. MEETING ADJOURNED		
Time:	11:36	

LEGEND

PRIORITY:		STATUS:		
	Α	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>