



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: July 6, 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"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lydia Fong	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chin Sun		<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 #)						
#129569			<ul style="list-style-type: none"> - Background: Preserved specimen with silicon. Silicon breaks, leaks and spilled onto lab floor. Reminder: When cleaning up spills – if safe to do so (have PPE), go ahead. If NOT safe, then call 911 - Chemical Leak in Formaldehyde from an old specimen - Pat is working on the report and recommendations are currently being implemented. Containers for all those that have the silicon lids, have a catch underneath them. Have a spill kit specific for the lab. Have SOPs readily available by the door in case of spill. Whoever manages/teaches in that lab should have chemical safety. - Other recommendations: Emergency contact details on the door. - Clarify with SRS what teaching lab instructors needs to have for training. - Gigi & Sunita are good starting points to ask. - Will send a report to Chris and if he has other recommendations. - Pat has put in a service request to raise the air exchange rate in the Preservation sample Rooms for ventilation. - Joanne will ask Ligia about going over SRS. 	<p style="text-align: center;">Pat Joanne</p>		

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> <i>GI-Rix-17/09/13</i>		Lab Inspections <ul style="list-style-type: none"> - Mindy & Joanne have done Teaching wings North and West for 2022 → Will send to Pat - Chris Harley & Leticia teaching labs: they have two weeks since their warning or else we will have to escalate it. - Chin will draft an e-mail to Vanessa to ask about the best way to handle the situation stated above so that we don't always have to loop in Vanessa in an e-mail every time, but also clarify what powers we have. (The draft e-mail will make its round in the LST). - 2022 Research Labs will be done in December (Pat) 	Joanne Mindy Pat Chin		In progress
		Lab safety – Yellow Folders: <ul style="list-style-type: none"> - No for Research labs - Katie will talk with Gigi about it for Teaching labs (some sort of uniformity) 	Katie Pikor Gigi		In progress
<i>E.g.</i> <i>GI-TEF3-17/09/14</i>					
<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



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: <ul style="list-style-type: none"> - No update - Vanessa is thinking but she is currently away (a Research rep would be good). 	Katie P. Vanessa		IP
		Floor Wardens, Fire Drill, & Annual BERP report: <ul style="list-style-type: none"> - Katie hasn't heard back from the 3rd floor (Microbiology), so it's up to them now (they know when the fire drill is). They will see where the weaknesses are and will implement them. - BERP: Botany has sent to Joanne Botany & Pat's copy. Currently going through the BERP and have it ready before fire drill in August. Mindy & Joanne will ask Microbiology if they also have a BERP. - Fire drill coming up in August. Botany has arranged with SRS a refresher for August 17th @ 10am in Botany Lounge – will lead an hour-long refresher for Floor Wardens. - Pat & Joanne: Draft something for Sylvia for the monthly safety reminders to let them know about the Floor Warden refresher. - Pat will send an e-mail directly for South & West wing Floor Wardens (for Zoology) to let them know. - Brett asked about refuge areas, SRS says there are no longer designated areas anymore. In an emergency, Floor Warden needs to 	Pat Joanne Katie P. Mindy Botany		IP



		<p>designate a refuge area for the person (mobility impairments) based on what type of emergency, so long as it does not impede others exiting. Joanne is updating in BERPs. Use your best intuition for what is considered a safe area.</p> <ul style="list-style-type: none"> - Maybe provide examples in the BERP, (e.g. if a fire, staircase..., if an earthquake, offices..., if active shooter, etc...) - In BERP, there is a template in how an individual is supposed to create an evacuation for a mobility impaired individual. For example, a lecturer/lab instructor is responsible for the mobility impaired individual, they can create an emergency plan specific for them and pass that info to both Floor Wardens & Emergency Services. - Joanne will ask about how we get this information to those who are responsible for the mobility impaired individuals (Sunita → and if Sunita thinks Gigi should be involved, then ask Sunita to forward it to Gigi). → Students don't need to disclose if they have any mobility impairments, but it can be worth making students aware that it will help with emergency planning. 			
		<p>SRS Update:</p> <ul style="list-style-type: none"> - Joanne has e-mailed it out 	Joanne		C
		<p>Autoclave:</p> <ul style="list-style-type: none"> - New recommendations are being made. Will put the instructions online. Sylvia will include in the safety e-mail: - Recommendations include: Double bag with an autoclave-bag. Don't bring down when it's hot. Pick-up is now done on Thursday. - Maybe we can ask to buy a bigger freezer so they don't fill up as fast. 	Sylvia Joanne		IP



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

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
		From Botany: <ul style="list-style-type: none"> - Complaints about how folks are driving Botany vehicles on the Islands (calls from Victoria). - They are going to put notices in the vehicles to practice safe driving when using the Botany vehicles. For Zoology: <ul style="list-style-type: none"> - Include on the form & website: That you represent the department when you are driving the department’s vehicle. 	Joanne Sylvia		IP
		<ul style="list-style-type: none"> - No replacement for Edythe for LST (Katie Pikor will take care of Floor Warden for 4th floor for now). - Will need to remove Edythe’s name from websites and BERP. 			IP
		SRS will not take peroxide forming chemicals if they exceed > 30ppm (explosive). <ul style="list-style-type: none"> - Therefore, the department will have to call someone in to dispose of them (will cost more). - We have peroxide chemical testing sticks that expire in 	Mindy Sylvia		IP



		October. Can maybe put the peroxide forming chemicals (e.g. isopropanyl) in the safety e-mail.			
		Botany initiative: <ul style="list-style-type: none"> - Good Samaritan First Aid Kit - We can contact campus security for minor injuries, and they will call in first responders. You can offer First Aid but they can refuse it (or otherwise can be sued if something goes wrong). Zoology: <ul style="list-style-type: none"> - We might need to talk about liabilities with someone first. - Joanne will talk with Brett for more clarification 	Joanne		IP

7. NEXT MEETING

Date:	September 7, 2022
Time:	11 am (unless we hear a conflict from others)
Location:	



8. MEETING ADJOURNED	
Time:	noon

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