



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: Sep 7, 2022

Time: 11am  
Location: Zoom meeting: Accessed remotely

### AGENDA:

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| <ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none"><li>• Monthly Incident List &amp; Statistical Summary Report</li></ul></li><li>3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li></ol> | <ol style="list-style-type: none"><li>4. Review Education and Training</li><li>5. Ongoing Business – Status of Action Items, Review of Previous Minutes</li><li>6. New and Other Business</li><li>7. Next Meeting</li><li>8. Meeting Adjournment</li></ol> |
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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"/>
Luvina Wan	Shipping and Receiving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	<b>Biological Sciences Building</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Stinson	<b>Biodiversity Research Centre</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joanne Denny	<b>Biological Sciences Building</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Tochor	<b>Biological Sciences Building</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lydia Fong	<b>Biodiversity Research Centre</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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 (can't make Wednesdays)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	



**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 # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
#129569			<p>Pat &amp; Joanne:</p> <ul style="list-style-type: none"> <li>- Write-up of a SOP for Formaldehyde spill → Joanne sent an e-mail to see if they have an SOP. Will wait for next meeting to see what they say.</li> </ul> <p>Previous Meeting Notes:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Formaldehyde Chemical Leak from an old specimen</li> <li>- 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.</li> <li>- Other recommendations: Emergency contact details on the door.</li> <li>- Clarify with SRS what teaching lab instructors needs to have for training.</li> <li>- Gigi &amp; Sunita are good starting points to ask.</li> </ul>	Pat Joanne		IP



			<ul style="list-style-type: none"> <li>- Will send a report to Chris and if he has other recommendations.</li> <li>- Pat has put in a service request with Biolding Ops for more ventilation/air exchange in the lab.</li> <li>- Joanne will ask Ligia about going over SRS.</li> </ul>			
			No new CAIRS for this month.			

**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>		<p>Lab Inspections</p> <ul style="list-style-type: none"> <li>- Pat got an e-mail from the joint safety committee that wants EVERYTHING inspected (any room that Zoology people come in and out of needs to be inspected): Classrooms, lecture halls, offices, rooms that tools and equipment are stored in (in the Biological Science Building)</li> <li>- If it isn't a lab, we need to know what room it falls under (offices &amp; open spaces, shops &amp; workshops, tools &amp; equipment rooms, lecture and teaching, etc.)</li> <li>- Pat will follow-up with Katie P. since she will have the layout for the keymap. Pat will also follow-up with joint safety committee to clarify if we don't have key access, do we still need to inspect it?</li> <li>- Brett will do the joint appointments of Botany and Zoology</li> </ul> <p>Office Inspections</p> <ul style="list-style-type: none"> <li>- Use of Master Key to check the office for those who are absent, but otherwise try to do it during office hours (a timeframe) – both BioSci &amp; BRC</li> </ul>	LST		In progress



		<ul style="list-style-type: none"> <li>- Luvina, Sylvia, Gigi, Jackie, and Lydia can help with office inspections</li> <li>- Sylvia will coordinate with the volunteer team</li> <li>- Pat is sending an e-mail for the office inspection checklist <a href="https://safetycommittees.ubc.ca/johsc/johsc-toolkits/">https://safetycommittees.ubc.ca/johsc/johsc-toolkits/</a></li> </ul> <p>West &amp; South Wings:</p> <ul style="list-style-type: none"> <li>- Which ones are Zoology/shared Zoology and what type of rooms.</li> </ul> <p>North &amp; West Wings:</p> <ul style="list-style-type: none"> <li>- Mindy &amp; Joanne have done Teaching wings North and West for 2022 → <b>DONE</b></li> <li>- Chris Harley &amp; Leticia teaching labs: they have two weeks since their warning or else we will have to escalate it. → <b>DONE</b></li> </ul> <p>IN PROGRESS:</p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- 2022 Research Labs will be done in December (Pat)</li> </ul>			
		<p>Lab safety – Yellow Folders → Revisit in a few months</p> <ul style="list-style-type: none"> <li>- Alison (Botany) can generate a report on Workday but it doesn't always have everything.</li> <li>- Gigi: Has all the forms → Gigi will get a sense of all the forms for this year, and will see if there is any benefit to this after some work with this. Will talk with Katie</li> <li>- No for Research labs</li> </ul>	Katie Pikor Gigi		In progress
	<i>E.g.</i> GI-TEF3-17/09/14				



<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
		Safety Day: October 4 <sup>th</sup> . Last day of registration is September 9 <sup>th</sup> - 8am-3pm @ the NEST			



**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 - A Research rep would be good	Katie P. Vanessa		IP
		Floor Wardens, Fire Drill, & Annual BERP report:  New BERP online now: - There needs to be some changes to the name (Joanne) and will then send out an e-mail - Any new changes that Joanne has → Send to Pat and he will update it on the website. - Microbiology – will do their own thing  Annual Fire drill: - Seemed like it went fine!  Mobility Impairment: - Gigi is going to find out who is responsible for drafting up a safety plan for people how have mobility impairment.	Pat Joanne Katie P. Mindy Botany Gigi		IP



		<p>Previous Meeting Notes:</p> <ul style="list-style-type: none"><li>- Katie hasn't heard back from the 3<sup>rd</sup> 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. → <b>DONE</b></li><li>- BERP: Botany has sent to Joanne Botany &amp; Pat's copy. Currently going through the BERP and have it ready before fire drill in August. Mindy &amp; Joanne will ask Microbiology if they also have a BERP.</li><li>- Fire drill coming up in August (August 24). Botany has arranged with SRS a refresher for August 17<sup>th</sup> @ 10am in Botany Lounge – will lead an hour-long refresher for Floor Wardens. → <b>DONE</b></li> <li>- Pat &amp; Joanne: Draft something for Sylvia for the monthly safety reminders to let them know about the Floor Warden refresher.</li><li>- Pat will send an e-mail directly for South &amp; West wing Floor Wardens (for Zoology) to let them know. → <b>DONE</b></li> <li>- Brett asked about refuge areas, SRS says there are no longer designated areas anymore. In an emergency, Floor Warden needs to 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.</li><li>- Maybe provide examples in the BERP, (e.g. if a fire, staircase..., if an earthquake, offices..., if active shooter, etc...)</li> <li>- 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</li></ul>			
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		<p>pass that info to both Floor Wardens &amp; Emergency Services.</p> <ul style="list-style-type: none"> <li>- 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. → <b>IN PROGRESS</b></li> </ul>			
		<p>SRS Update:</p> <ul style="list-style-type: none"> <li>- Joanne has e-mailed it out</li> <li>- Urgent Care hours have changed</li> </ul>	Joanne		C
		<p>Autoclave Waste Disposal:</p> <ul style="list-style-type: none"> <li>- Luvina has updated the new recommendations!</li> <li>- Sylvia – can you put the link for autoclave waste to link to Shipping and Receiving.</li> <li>- Recommendations include: Double bag with an unautoclave-bag. Don't bring down when it's hot. Pick-up is now done on Thursday.</li> <li>- No need for bigger freezer – but they're quite old and probably not very efficient. → Microbio is using our area for their waste, they haven't been putting the autoclave waste outside the freezer</li> <li>- Luvina will keep an eye out on how busy the waste disposal gets.</li> </ul>	Sylvia Joanne Luvina		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
		<p><b>SEND A when2meet for NEW MEETING TIME. It'll always be on the first day of the meet (include Chin).</b></p> <p>Ask for a preference for in-person/remote/hybrid as part of this e-mail</p> <p><a href="https://www.when2meet.com/?16713869-hTyPZ">https://www.when2meet.com/?16713869-hTyPZ</a></p>	Mindy		IP
		<p>IN PROGRESS:</p> <p>Vehicle Forms → include “That you represent the department when you are driving the department’s vehicle”</p> <p>From Botany:</p> <ul style="list-style-type: none"> <li>- Complaints about how folks are driving Botany vehicles on the Islands (calls from Victoria).</li> <li>- They are going to put notices in the vehicles to practice safe</li> </ul>	Sylvia		IP



		<p>driving when using the Botany vehicles.</p> <p>For Zoology:</p> <ul style="list-style-type: none"> <li>- Include on the form &amp; website: That you represent the department when you are driving the department's vehicle.</li> </ul>			
		<p>IN PROGRESS:</p> <p>Edythe's Retirement:</p> <ul style="list-style-type: none"> <li>- No replacement for Edythe for LST (Katie Pikor will take care of Floor Warden for 4<sup>th</sup> floor for now).</li> <li>- Will need to remove Edythe's name from websites and BERP. → Mostly done but keep at it in case you see it!</li> <li>- Safety forms: Katie P. can technically see everyone's safety training certificates (even though it is a bit of work for her).</li> <li>- Supervisors have to send Luvina any certificates for their students/workers that aren't part of the mandatory training</li> <li>- Is there a way to get Luvina to be able to see certificate PDFs from all the completed training (an access issue?)</li> <li>- Gigi will ask Alison what the Workday reports look like</li> </ul> <p>Key Liaison Officer is currently <b>Luvina Wan</b></p> <ul style="list-style-type: none"> <li>- A specific e-mail for key access</li> <li>- Keep the e-mail on the website (although, at the moment, the e-mail looks like spam so will have to do that after)</li> </ul>	LST		IP
		<p>IN PROGRESS:</p> <p>SRS will not take peroxide forming chemicals if they exceed &gt; 30ppm (explosive).</p> <ul style="list-style-type: none"> <li>- Therefore, the department will have to call someone in to dispose of them (will cost more).</li> <li>- We have peroxide chemical testing sticks that expire in</li> </ul>	Mindy Sylvia		IP



		<p>October. Can maybe put the peroxide forming chemicals (e.g. isopropanyl) in the safety e-mail.</p> <ul style="list-style-type: none"> <li>- Mindy will buy some new testing sticks – can put a reminder in the safety e-mail</li> </ul>			
		<p>IN PROGRESS:</p> <p>Botany:</p> <ul style="list-style-type: none"> <li>- Good Samaritan First Aid Kit</li> <li>- 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).</li> </ul> <p>Zoology:</p> <ul style="list-style-type: none"> <li>- We might need to talk about liabilities with someone first.</li> <li>- Joanne will talk with Brett for more clarification</li> </ul>	Joanne		IP
		<p>Website:</p> <ul style="list-style-type: none"> <li>- Needs a bit of rework because this are hard to find</li> <li>- A separate meeting in person to work on this</li> </ul>	Sylvia LST		IP
		<p>Alternate Chair for LST to replace Joanne</p> <ul style="list-style-type: none"> <li>- Pat &amp; Gigi &amp; Sylvia (if shared responsibilities)</li> <li>- Joanne is good during the summer but very busy during the school term</li> </ul>			

7. NEXT MEETING	
Date:	Oct 4 <sup>th</sup> 2022
Time:	11am
Location:	Zoom



8. MEETING ADJOURNED	
Time:	12:09

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](mailto:safety.programs@riskmanagement.ubc.ca)