



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Feb 07, 2023

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"/>
Jackie Carpio	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Gigi Lau	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron KS (tentative Grad Student Replacement)		<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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			Still working on it – the Instructor still needs to take the Chemical Safety Report - The SOP for chemical spill is in the lab, but no SOP on chain of contact – still being worked with	Pat		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> <i>GI-Rix-17/09/13</i>		Workplace & Lab Safety Inspections: - Office inspections are done (some deficiencies were sent to Katie P. by Mindy, so Katie P. is aware of them, waiting to hear back) - Lab inspections were completed by Pat (thanks Pat!). BioSci building labs have been e-mailed and most PIs have sent back their corrective actions. BRC building still needs to have e-mails sent out to them - Pat & Nick will work on the bird room for inspection (Nick will get in touch) - Brett and Joanne have done the BioSci perimeter	LST Joanne Pat		IP



		<p>Accessory Rooms:</p> <ul style="list-style-type: none"> - These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing) - Pat has inspected the rooms with freezers - To do: Rm 2031 (seawater room) and the Aquatics North Wing (rm 0104) → A shared facility with Botany - Joanne will check with Botany LST next week to see if they will do the accessory rooms to the shared Teaching Labs (since Joanne and Mindy did the inspections for the actual Teaching Labs) <p>Chemical Inventory List:</p> <ul style="list-style-type: none"> - COMPLETE – Pat has included this in the lab inspection corrective action e-mails 			
		<p>Lab safety – Yellow Folders (in Botany) → Keep in backburner</p> <ul style="list-style-type: none"> - No need for Research labs - Gigi is still working on this for Teaching Labs 	Katie Pikor Gigi		IP
	<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
		SRS has LST and JOSCH training available on their website <ul style="list-style-type: none">- It's free!	LST		
		Visit to the Environmental Service Facility <ul style="list-style-type: none">- Done! It was good!- If you are interested, will have to send an e-mail for another tour	Pat Joanne LST		C



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
		<p>New BERP online now:</p> <ul style="list-style-type: none"> - Still a few more edits, Joanne will complete them. Only a few names need changing. 	Joanne		IP
		<p>IN PROGRESS:</p> <ul style="list-style-type: none"> - At what levels is this going to be a Biology department vs. individual & instructor vs. Disability Resources (https://students.ok.ubc.ca/academic-success/disability-resources/) - Gigi will check with Sunita <p>Check with Gigi if she has been in contact with SRS (they helped Katie B. with developing an emergency plan for individuals and their supervisors when working in the lab) → Pat will follow up with Gigi on this</p>	Gigi		IP
		<p>Noise Awareness – COMPLETE:</p> <ul style="list-style-type: none"> - Similar to what was done during BioSci construction (e.g. earplugs will be provided) - Contractors will notify those in the building on particularly noisy days and encourage to work from home - Katie B. has reserved three rooms in the swing space for those particularly noisy days. 	Katie B.		C
		<p>IN PROGRESS: Key Liaison</p> <ul style="list-style-type: none"> - Luvina – is no longer part of the Shipping and Receiving. Key Liaison is now Mahsa. - Mahsa & Gigi will work together in allowing the Key Liaison to see certificates 	Gigi		IP



		Website: (Complete but always a work in progress) <ul style="list-style-type: none">- Website updated!- If anything is out-of-date, let Pat and Sylvia know to fix it- Try to visit the page every now and then to keep an eye out on the website.	Sylvia LST		C
		IN PROGRESS: Issues in ventilation of admin office (there is no ventilation). <ul style="list-style-type: none">- Katie P. sent a follow-up e-mail to Glenn from JOSCH, but there has been no update.	Katie P. Chris		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
		Decommissioning BioSci Rm 4013/4015 <ul style="list-style-type: none"> - Joanne and Mindy are working to decommission the room as it was moved out of - Phil Matthews will be taking over, but currently on sabbatical and paperwork will need his signature 	Joanne Mindy		IP
		Building Deficiencies and Projects <ul style="list-style-type: none"> - Do we need to include them in LST minutes? - If they regard the health and safety of individuals – yes! - If no one is currently working on the projects – yes! - If the projects have already gone through and have been looked over by many eyes (e.g. engineers, other assessments) – probably don't need to include them 	LST		C?



7. NEXT MEETING	
Date:	March 7, 2023
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:39

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