



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: June 6, 2023

Time: 11am  
Location: Zoom meeting: Accessed remotely

### AGENDA:

<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"/>
Jackie Carpio	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chris Stinson	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
Gigi Lau	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input 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"/>
		<input type="checkbox"/>	<input 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			-Waiting for Instructor to complete chemical safety course	Pat	June 6 via email	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> GI-Rix-17/09/13		<p><b>IN PROGRESS:</b></p> <p>Workplace &amp; Lab Safety Inspections:</p> <p><b>Accessory Rooms:</b></p> <ul style="list-style-type: none"> <li>Brett/Mindy have made the final list of rooms for botany and zoology to inspect. This includes accessory rooms- <b>COMPLETED</b></li> </ul> <p>Workplace &amp; Lab Safety Inspections:</p> <ul style="list-style-type: none"> <li><b>BRC building</b> still needs to have last PI to send completed forms. <b>Pat working on it</b></li> </ul>	Pat		IP



		Lab safety – Yellow Folders (in Botany) → Keep in backburner (no change!)  - No need for Research labs - Gigi is still working on this for Teaching Labs	Katie Pikor Gigi		IP
<i>E.g.</i> <i>GI-TEF3-17/09/14</i>		2023 Building Inspections -Sylvia/Jackie will inspect offices while Mindy/Joanne inspects teaching labs	LST		IP
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>		Contact SRS on who is responsible for following up with people responsible for inspection reports i.e. Pls	Pat		IP

\* 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
		Hazardous waste and autoclave training courses are on hold. SRS is currently updating program for the training courses and so people who need to renew their certificates will have to wait until the courses are upgraded.			IP



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
		BERP online now: <ul style="list-style-type: none"> <li>- BERP needs to be updated (yearly).</li> <li>- Joanne says she will speak to Brett at next Botany LST to see who will update the BERP.</li> <li>- Katie P. is the alternate building emergency person from Jessica Trat.</li> </ul>	Joanne/ Pat		IP
		<b>Accessibility and Safety:</b> <ul style="list-style-type: none"> <li>- Decided that it's the students responsibility to tell instructors about accessibility.</li> <li>- Reached out to SRS – the worksheet was the same one given back to Gigi – Gigi is going to work on the worksheet over the summer to try and guide for different types of rooms (lab vs. tutorial vs. lecturer)</li> <li>- During Lab safety → we need to mention to all instructors that during safety that instructors need to have this conversation to students “if you have any accessibility/safety needs outside this lab safety, please tell me”</li> <li>- A document about safety needs to be given to instructors (including old instructors) → Gigi is working with Tammy now and will reach out to Botany and and Zoology LST when ready</li> </ul>	Gigi		IP
		<b>IN PROGRESS:</b> Issues in ventilation of admin office (there is no ventilation). <ul style="list-style-type: none"> <li>- Update: Katie P. followed up with JOSCH and came in to visit</li> <li>- Waiting for JOSCH to come back to Katie P. with a response</li> <li>- If there is another bad heatwave, will work remotely.</li> </ul>	Katie P./Pat		IP



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		<b>Decommissioning BioSci Rm 4013/4015 → Won't do until April (once lab sessions are done)</b>  - Decommissioning almost completed. Just need to have documents signed.	Joanne Mindy		C
		<b>Decommissioning Bio140 will happen soon.</b>			
		New version of BERP template out now and includes a few pages on accessibility as well as a hyperlink for those who want confidentiality when requesting assistance for emergency evacuations. -Put up posters next to elevators with QR code leading to information on how to access evacuation assistance for individuals who need assistance -Gigi can notify her instructors to tell students that it is available (So may not need to do the accessibility/safety in teaching areas) -Sylvia can include it with the safety emails to tell everyone that it is available	Sylvia/Gigi		IP
		<b>Accessibility</b> - To have installed electric door openers at doors for 2 <sup>nd</sup> floor north wing as it's mostly used by students. Based on budget, try to get automated doors for most busy doors before we outfit doors that are used less frequently.	LST		



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**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

**7. NEXT MEETING**

Date:	July 4, 2023 or TBD
Time:	11:00
Location:	Zoom





8. MEETING ADJOURNED	
Time:	11:46

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)