



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: May 7, 2024

Time: 11am
Location: Zoom meeting: Accessed remotely

AGENDA:

<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"/>
Mindy Chow	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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Anne Burrows	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 type="checkbox"/>	<input checked="" type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input 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
#132054		Nov 7 th , 2023	Pat to meet with supervisor to come up with simple SOP- If public is confrontational what should the researchers involved be doing? If escalation occurs who should the researchers call for help? Signage "Research in Progress, UBC Zoology. Contact XX" Visible Vests or arm bands "UBC Zoology Research" Waiting for approval to purchase equipment suggested in the corrective actions. Incident while field sampling	Gigi	Summer, 2024	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		IN PROGRESS: Workplace & Lab Safety Inspections: - Pat has completed the research labs in the BioSciences building. Still need to inspect Biodiversity research labs as well as classrooms. Teaching labs: - Mindy/Joanne will inspect during June	LST Joanne 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
		SRS has LST and JOSCH training available on their website <ul style="list-style-type: none"> - It's free! - Including the Local Safety Team Training 	LST		
		Patrick- Mindy mentioned when she re-registered for autoclave training she was unable to update her training. SRS branch says they are working with online registration. No updates from SRS as of April 2024.			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
		<p>New BERP online now: (No update yet) (Building Emergency Response Plan)</p> <ul style="list-style-type: none"> - Will need to work with Botany for shared spaces. One BERP that both departments can use. <p>Notes: May 2024: Joanne- Botany LST meeting at end of month. Will bring up with botany. Holly-Anne created list of floor wardens and shown those areas that we need more. Jeremy can follow-up and make sure current floor wardens are reminded they are still active. For those areas we need wardens, we will notify administrators to find wardens. Microbi don't have BERP and said they don't want to join botany/zool BERP. If they are moving to 2nd floor, they should be part of bot/zool BERP. Doesn't make sense that each department must make their own even when we share the same building. Maybe have a meeting between all LST members in BioSci from all departments and have catered lunch to attract LST people to attend 1x or 2x a year for the safety of all occupants. Or, maybe have a building committee? Patrick- Once we've updated BERP we can do our fire drill. Once the floor wardens are established. Yearly fire drill.</p>	Joanne Jeremy Holly- Anne	May 2024.	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

7. NEXT MEETING

Date:	June 4th, 2024
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED

Time:	11:45
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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