



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: June 4th, 2024

Time: 11am
Location: Zoom meeting: Accessed remotely

AGENDA:

1. Roll Call	4. Review Education and Training
2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report	5. Ongoing Business – Status of Action Items, Review of Previous Minutes
3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	6. New and Other Business
	7. Next Meeting
	8. Meeting Adjournment



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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input 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	Getting reflective vests, what does safety and risk services recommend? Patrick to follow up with safety and risk services. Gigi- That we're going to put an SOP (about dealing with members of the public) together, and have that built into the field safety plan for both teaching and research (I've just talked to Jeff) so that whoever is writing the field safety plan can refer to it and brief their team before heading out to the field.	Gigi Patrick	Summer 2024	IP
#134048			Accident, involuntary motion. Office worker, injured themselves. Followed up with supervisor. Patrick and Supervisor followed up. Final product: Created a document on how to properly do the tasks to prevent injury	Patrick		C
#134520		June 4 th , 2024	Puncture, needle stick. Individual cleaning up a lab and as they were cleaning up they grabbed what they thought was a piece of garbage that turned out to be a scalpel blade and cut themselves. Researchers that previously used the room used a bunch of hazardous sharps and didn't clean up after themselves. Follow up: Main issue is not cleaning up properly. Recommendations: Let all facility users know of the rules and where to dispose of all kinds of materials. Need to clean up right away. Email sent out to all users of lab spaces. Christopher: What was the blade being used for? Fish dissections with no transmissible diseases.	Patrick		C



--	--	--	--	--	--

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>Safety inspections</i>		Still working on research labs and classrooms in Biodiversity building and biological sciences buildings.	Patrick Joanne		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
		LST and JOHSC courses available as listed in the email by SRS			



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		Joanne- Botany met left last week with updated BERP with all the changes. Haven't had a chance to read through the changes to see what Zoology actually needs to change. Patrick- Fill in the spots with who the floor wardens are. Joanne- Jeremy will be filling out the floor wardens for Botany. Patrick- Spreadsheet ongoing. Christopher- Simplified process in progress for BERP's for all buildings. Supposed to hear updates later in June.	Patrick Joanne Jeremy Holly-Anne		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
		Wayne- This is his last meeting. Patrick- will contact Katie and let her know.	Patrick		IP

7. NEXT MEETING

Date:	July 2 2024
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED

Time:	11:20
-------	-------

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