



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Sept 10th, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chin Sun (Teaching)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Jankowski	Biological Sciences Building	<input type="checkbox"/>	<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
#132054		November 7 th , 2023	Closed. Corrective actions all completed.			C
#134738		August 6 th , 2024	Grad student field work. Bumped their head. Time loss due to injury. Prior concussion symptoms. Supervisor made sure that the individual was safe? Supervisor is going to develop a way in which to minimize head injury? Repetitive gradual onset injury. Occurred during field work. Supervisor not aware of prior conditions of head injuries. Comes down to hazard assessment to be aware of. Use PPE if necessary (Hard hat). Participant form asks to indicate possible medical records or information to disclose that would be of useful knowledge in the field. Accessible to the supervisor. Holly-Anne: It's a participant form. Sylvia- any person in the field should fill it out. Supervisor is out in the field. Sept 10 th , 2024.	Pat		IP
#134779		August 6 th , 2024	Closed. Corrective actions all completed.	Pat		C
#134899		August 6 th , 2024	Closed. Corrective actions all completed.	Pat		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 Building. Pat- Inspected lecture rooms and meeting rooms in BioSciences. Pat- Will need to inspect BRC research labs next. Pat- Teaching labs still in progress for inspection. Biosciences is almost finished. Sept 10 th . Mindy- ongoing issues to be discussed with Teaching faculty. Going to prioritize any safety issues to building ops.	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 - It's free!	LST		



		- Including the Local Safety Team Training			



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- Haven't had a chance to read through the changes to see what Zoology actually needs to change. Patrick- Forward floor warden list to Jessica Trat and Katie P to have fill in the missing wardens. We need 2 floor wardens per floor. Joanne and Holly-Anne- working on splitting task to go through BERP and see if there are any major changed needed for the newest BERP. Fire Drill will occur after BERP has been completed and floorwardens have had a chance to read it.	Joanne 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
		<p>Sylvia- own experience. 2-3 weeks ago fire alarm in BioSci. Map of meeting places, where are they? Wondering if there is a way to put the meeting place information close to the doors? Close to the exit doors.</p> <p>Patrick- print up more of the maps to put on the entrance/exit doors of the ground floor. Patrick can get the file from the website and ask Derenna to print out a bunch of colour copies to laminate and put on the doors. Sylvia- can print the file for you. Patrick and Sylvia.</p> <p>Posted on every main exit doors in Biological Sciences Building on the first floor.</p>	Pat Sylvia		C

7. NEXT MEETING

Date:	October
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED

Time:	11:15
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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