



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Nov 5th, 2024

Time: 11am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| 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 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 type="checkbox"/> | <input checked="" 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 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Katie Beall | Biodiversity Research Centre | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| Faculty Representatives | Work Location | Present | Regrets | Absent |
| 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"/> |
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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 |
|-------------------------------------|----------|-------------------------------|--|-------------|----------------------------|--------|
| #134738 | | August 6 th , 2024 | <p>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.</p> <p>Supervisor is out in the field. Sept 10th, 2024.</p> <p>Supervisor sent a reminder for follow up. Still no reply yet- Nov 2024. Pat will continue to follow up with the supervisor.</p> | Pat | | IP |
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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> | | <p>Still working on research labs and classrooms in Biodiversity building and Biological Sciences Building.</p> <p>Pat- Will inspect BRC research labs next in November/December.</p> <p>Sylvia- Offices need to be done. Gigi and Sylvia will complete in November/December.</p> <p>Mindy- all of the inspections are done for teaching labs, just waiting to write them up.</p> <p>Chris- doing office and museum inspections end of November</p> | Pat/Mindy/ Sylvia/Gigi | | IP |
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* 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 |
|--------|----------|---|-------------|----------------------------|--------|
| | | <p>SRS has LST and JOSCH training available on their website</p> <ul style="list-style-type: none"> - It's free! - Including the Local Safety Team Training | LST | | |



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|--|--|---|--|--|--|
| | | Safety Day Oct 16 th - Joanne went and thought it was useful. Topics included persuasion, lawyer in managerial role and their responsibilities. There were a few great speakers. | | | |
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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 | | <p>Pat spoken with Katie and Jessica, still looking for secondary floor wardens for a few areas. – Nov 2024.</p> <p>Secondary floor wardens are almost all filled in by botany/zoology groups.</p> <p>BERP Map with AED on 3rd floor has been updated.</p> <p>-Need to refresh floor wardens to not only take floor warden training, but get refresher on what to do when there is an emergency evacuation</p> <p>-Those who need floor warden vests, contact Patrick</p> <p>Patrick- Ask SRS if we have to do fire drill once a year.</p> | Joanne/ Patrick | | IP |
| Wet lab in BRC with mold | | <p>Chris Harley and students have wiped down pipes with mold and cleaned up the equipment/flood table pipes. Jonathan has started to disassemble the flood tables and move out of the lab.</p> <p>Now working with Building Ops and trades to repair lab before we can rebuild flood table system.</p> | Katie Beall | | 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 |
|--------|----------|--|--------------------|----------------------|--------|
| NEW | | <p>Updates to vehicle sign out form to include intent of each trip. For vehicles booked to go to the field need to include more information i.e. completion of Field Safety Forms BEFORE getting car. Approval should be done beforehand and signed off from PI's. Vehicle booking authorization form: underneath destination "if this is for field work please include field work ID number" Supervisor signature: "if this is for field work, it is your responsibility to ensure that all field safety documents are completed prior to the trip for all researchers. Your signature certifies that everyone has their field safety forms completed"</p> <p>-both the online vehicle sign out page and permission documents have been updated to remind supervisors and people wanting to use the vehicles to be responsible and what they are responsible for.</p> | Pat-Katie and Jeff | November 2024. | C |
| NEW | | Zoology Admin offices were assessed by Abigail Overduin from Workplace health services about the lighting in the offices. Office workers expressed concerns that the lighting was too bright and therefore had to work with the lights off most of the time. | Katie Pikor | | IP |
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| 7. NEXT MEETING | |
|-----------------|-------------------|
| Date: | December 3rd 2024 |
| Time: | 11:00 |
| Location: | Zoom |

| 8. MEETING ADJOURNED | |
|----------------------|-------|
| Time: | 11:35 |

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