



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Dec 10, 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Johnathan Affleck (Workshop)	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<input checked="" 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
#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. Dec 2024 Followed up with supervisor and have closed CAIRS report with corrective actions.	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
Safety Inspections		Research lab inspection remaining	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		

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		Botany/zoology admins and Joanne have			



		narrowed it down to needing only 2 more people to be back up wardens. We have enough to publish the BERP on our website. Patrick- Follow up with SRS if we have to do fire drill once a year. Chris-will speak to JOHSC and also follow up. Follow up with Katie on when she wants the fire drill but likely in May after term/classes end.	Joanne/ Patrick		IP
Wet lab in BRC with mold		Department head, administrator, facility manager, researcher, and Patrick met to discuss the flood table room. Work is in progress to have the equipment cleaned, and walls and receptacles repaired and replaced. Now working with Building Ops and trades to repair lab before we can rebuild flood table system.	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		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. Dec 2024 Work is still in progress.	Katie Pikor		IP

7. NEXT MEETING

Date:	January 7 th 2025
Time:	11:00
Location:	Zoom

8. MEETING ADJOURNED



Time:	11:35am
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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