



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee, Sylvia Heredia, Joanne Denny

Date: April 7th, 2021

Time: 10am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| <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
Ellen Nikelski	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Bruce Gillespie	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"/>
Edythe Grant	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	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"/>
Nick Tochor	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Craig Berezowsky		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jane Roskams		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(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)</i> 						
(* See Legend at end for Priority and Status Codes)						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(Use CAIRS Incident ID #)						
			None			

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. GI-Rix-17/09/13</i>		None			
<i>E.g. GI-TEF3-17/09/14</i>					
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>					

* 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
		None			



4. EDUCATION AND TRAINING

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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
		- Pat followed up with the CAIRS report from last meeting.			C
		<ul style="list-style-type: none"> - TA Safety Training Program - Joanne is currently creating a list of all the safety classes that TAs need to take as part of their work. This list is also applicable for faculty, staff and graduate student training requirements - Joanne will send the list to Pat to review and then it will be passed along to administration to decide how training requirements will be implicated. There are five mandatory safety courses for everyone. - One potential change is the time limit for when the safety courses need to be completed. The document currently says 6 weeks, but this may not be enough time. Some courses such as animal training courses are quite intensive. As well, scheduling in-person sessions can be challenging because they fill up quickly and with COVID, class sizes are smaller than normal. It is up to the PI of the course to decide when these courses need to be completed. - Botany is pushing that TAs should get paid for any time they need to set aside to take courses in order to teach. A concern was raised about how we can differentiate what courses need to be taken as part of graduate research and what courses need to be taken as part of teaching. TAs would choose to be paid for taking courses rather than just take them because they are required. This could create a large cost for the department. However, TAs rarely max out their hours so it might be included in what they are already paid? Does it make a difference that these hours might occur before the course starts? Courses not 	Joanne and Katie P.		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>mandatory for research of graduate student should be paid for, but the courses that they already need to take should not. This information is potentially available to Edythe and Katie P. on Workday.</p> <ul style="list-style-type: none">- This budgeting concern needs to be brought up with Katie P. and with Vanessa and will be discussed more next meeting. Joanne will write an email to Katie P. about it.			
		<ul style="list-style-type: none">- Lab Inspections:- Pat sent safety committee a draft email for alerting various labs about the upcoming inspections. The committee provided comments and Pat will edit the email based on these comments.- Question raised as to who email should be sent to: everyone or just faculty and staff? Pat plans to ask Katie, but a point was raised that the email should be sent to everyone as in many cases the graduate students or post-docs or RAs organize lab cleanup for inspections.- Inspections will take place sometime next month. Inspectors will work singly or as a pair. Individuals who are more comfortable in labs and who have completed inspections before will be paired with individuals who have limited lab experience so these individuals can learn the ropes. An email will be drafted by Sylvia and Pat to gather information on who in the safety committee has lab experience and who might be available for inspection duty. It was recommended that individuals who have not spent a lot of time in the lab take or review the lab safety course as this will provide better context on what to look for during lab inspections and what to be careful for.- One challenge is how the inspectors should sign up for lab times to do inspections. Due to covid many labs have maximum occupancy levels meaning that inspectors will have to sign up a week in advance. Inspectors will also need to sign up for contact tracing. Mindy can add inspectors to the master contact tracing spreadsheet and we will plan	Pat and Sylvia		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>in advance. Certain floors will be done on certain days and designated to specific inspection groups.</p> <ul style="list-style-type: none"> - The only places that need to be inspected are the research and teaching labs in the biosciences building and the biodiversity research centre. The bird labs and aquatics facility will be inspected by Pat and Nick. 			
		<ul style="list-style-type: none"> - Field Research Safety Forms - Sylvia has made some adjustments to the safety forms. The person who fills out the safety form is no longer automatically considered a field leader unless they are the PI. Graduate students, post-docs and RAs are designated as a trip leader. This means that before a trip leader can complete all forms required for field work, the original safety form must be sent to both the PI/field leader and department head for approval. This ensures that all high-ups actually look at field work plans. This will also ensure that there is only one final version of forms that everyone has reviewed rather than a bunch of forms with small changes as more people look over them. This will reduce potential liability - The new system is not ready yet and people are still filling out field safety forms the old way. Coding is proving more challenging than expected. Hopefully everything will be ready in the next few weeks. 	Sylvia		IP
		<ul style="list-style-type: none"> - Autoclave Manual - Approval of Joanne’s autoclave manual will be discussed next meeting. Only a few people need to look over it to see if it reads well. Joanne will send out another email regarding this. - Joanne has also been asked to create an error message cheat sheet that will be posted with autoclaves to instruct users what to do if they receive an error message. It will also inform all users that any error message must be reported. 	Joanne		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
		<ul style="list-style-type: none"> - Joanne was notified by Brett that the water supply centre near the fountain is reaching completion and that the water supply is switching over. He recommended that people in nearby buildings flush out their lines particularly those connected to eyewash stations. Does an email need to be sent out to remind people to do this? - Katie already sent out an email regarding this. 			C
		<ul style="list-style-type: none"> - This is Ellen's last safety meeting. Lydia Fong will take her place in July. There will not be a graduate representative for two months nor someone to take minutes. Pat will take minutes in interim and will also talk to Lydia about safety committee when he sees her. 	Pat		IP

7. NEXT MEETING

Date:	May 2021
Time:	10:00
Location:	Remote



8. MEETING ADJOURNED

Time:	10:45
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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