



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: September 1st, 2021

Time: 11am
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
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lydia Fong	Biodiversity Research Centre	<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 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:

- 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 #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(Use CAIRS Incident ID #)						
127937/127926			<ul style="list-style-type: none"> A few suggestions were made (wear proper PPE – gloves), when moving freezer ensure there’s enough people Risk Management: contact UBC Building Ops to help (they do require 2-3wks notice) → only if long distance and really heavy Rebuttal: Only needed to move the freezer 30ft. outside 	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
E.g. GI-Rix-17/09/13		<ul style="list-style-type: none"> Fume hoods in BioSci labs installed improperly Will be recommissioned on September 16th/17th 	Mindy		IP



		- Mindy will send an email to Katie asking about recommendations/notifications			
<i>E.g. GI-TEF3-17/09/14</i>	High	<p>Eye Wash Stations:</p> <ul style="list-style-type: none"> - North and East Wing flooded – doesn’t drain properly <ul style="list-style-type: none"> o They work but they flood, one that spits out hot water o People have looked at it, but they haven’t fixed it (Sean McGregor have directly emailed UBC people) <ul style="list-style-type: none"> ▪ Can send Chris details who can send it to JOHSC to request action if nothing is happening (meeting next week) 	Mindy		IP
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>		<p>Lab Inspections:</p> <ul style="list-style-type: none"> - Joanne & Mindy – Teaching Labs (2nd & 4th floor), Charissa’s on 3rd floor – some technicians for December North & East <ul style="list-style-type: none"> o Shared teaching labs (botany & zoology) still need to be checked - Zoology South wing + BioDiv building – Pat has the list (will pool) & will make the list <ul style="list-style-type: none"> o Sylvia, Nick, Lydia have not done it before o Each person should be keeping track of when they are in and out, PPE is required for lab inspections - Confirm with Katie & Vanessa before anything is sent out 	Joanne Mindy 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
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		<p>UBC App: UBC Safety Vancouver App</p> <ul style="list-style-type: none">- Beta testing in August, full release sometime in September<ul style="list-style-type: none">o Work Aloneo Contact-interval time between worker and employer/supervisor- Supervisor & Worker still needs a safety SOP				IP
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4. EDUCATION AND TRAINING					
		<p>Course Field Trip:</p> <ul style="list-style-type: none"> - New TA safety training in-place → forms will go out with safety training for course → TAs will fill out what they have and will train in what they're missing <ul style="list-style-type: none"> o Joanne has worked on the forms and have sent out to Katie & Alison o Any issues, questions, or concerns from Faculty will go to Katie & Alison - Not full implemented: Set-up on Canvas (one standard field trip consent form + risk associated) - Joanne is working with Alison & Katie 	Joanne		IP

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
		<p>Change in First Aid at UBC</p> <ul style="list-style-type: none"> - Effective immediately: Training campus security (70% will be trained at lvl 2 or higher) <ul style="list-style-type: none"> o Now undergrads and visitors (and those not paid by UBC) can call Campus First Aid → Volunteers + Orientation – tell them that they can contact Campus Security and Campus First Aid o Forms need to be updated ourselves – need to change them 			IP



		<p>Departmental Email: Lab Inspection, Work Alone, Change in First Aid</p> <ul style="list-style-type: none">- Patrick will go through SRS email – will decide with Joanne whether it can just be forwarded, or if it needs to be edited	Joanne Pat		IP
		<ul style="list-style-type: none">- UBC Safety- An email to send out to include:- From July 26-Jul30 – Welcome Back Being Aware and Taking Care: For Faculty and Staff (not covid related) - email to website to register (includes five live sessions, other information related to health and safety and risk)- Include a list of signs and symptoms for heat exhaustion/heat stroke- Reminder about clothing in labs: proper shoes and pants- Make sure people stay safe around wildlife.	Joanne		C
		<ul style="list-style-type: none">- Safety Training- Worksafe BC has an e-news that can be subscribed too – can send link with the faculty email.- Joanne sent an email out to LST regarding safety training course check list. Sylvia and Katie recommended to keep it short as PIs don't want too many documents to read. Edythe mentioned that it may be in WorkDay where there may be something in place that will track down which safety courses a person has taken and when they need renewal.- Joanne mentioned that they don't have that in place yet but SRS is planning for it.- Katie suggested that if we do decide on a simplified check list that we should also include all the information we have regarding how often courses need to be refreshed to meet up with WorksafeBC policy.	Joanne		C



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<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. - Some people have given feedback but still waiting on a few others 	Joanne/ LST		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
		Will need to replace the faculty representatives (Jane Roskams is now retired) <ul style="list-style-type: none"> - Joanne will send a reminder email to Katie & Vanessa 	Katie Pikor		IP
		Buildings are now open across campus! No weekend hours anymore – students are wandering buildings now – teaching and research doors are open now from 8am-8pm University might have buildings open on Saturday, Zoology is pushing back (security issue)			IP



7. NEXT MEETING	
Date:	Oct 6 th 2021
Time:	11am
Location:	TBD



8. MEETING ADJOURNED	
Time:	11:45am

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