



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: November 3rd, 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Greg		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>
Shin Sun		<input type="checkbox"/>		<input 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
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2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(Use CAIRS Incident ID #)						

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.</i> <i>GI-Rix-17/09/13</i>		<ul style="list-style-type: none"> - Went over the SRS email about safety: - Reminder that daylight savings ends on Nov 7th at 2am, be careful and have safety measures in place when travelling to and from campus - Cold stress awareness course available now for workers who are at risk of cold exposure - Flu clinics are open for students, faculty and staff at UBC - JOHSC training Part 2a will be available Nov 16th 			
<i>E.g.</i> <i>GI-TEF3-17/09/14</i>		<p>Lab safety:</p> <ul style="list-style-type: none"> - For keeping tracking of safety training for each member of the lab, botany has their Yellow folder where all documentation can be found in it and in the lab- Katie P not there so can't really talk about it as she prefer not to do it as it's the PI's reasonability to do it. - Botany student moved over to zoology and asking about yellow folder which was why this topic was raised. - The last SRS inspection they asked about the list of completed 	Katie Pikor		In progress



		<p>safety courses but we didn't have anything so then we started getting Edythe to hold the digital copies of it</p> <ul style="list-style-type: none"> - SRS needs proof of completion 			
<p><i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i></p>		<p>Lab Inspections:</p> <ul style="list-style-type: none"> - Email sent last week (Checklist is online) – send a reminder email - Joanne + Mindy: teaching labs will be done in early December - Research labs: Joanne may possibly be able to help - Joanne/Mindy will do inspections in December and can have people to come along to learn - Patrick/Joanne will be paired with non-experienced people <p>Joanne + Mindy will meet with Pat to go over annual check</p> <ul style="list-style-type: none"> - Lab coats need to be available for inspectors 	<p>Joanne Mindy Pat</p>		<p>In progress</p>

* 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



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
		Website Update: <ul style="list-style-type: none"> - New AED and old AED locations posted on website (by rm 3125, rm 2200) - Work alone (Safety + Risk Management Website): risk assessment and interval times you need to be in contact 			C
		Floor Wardens: <ul style="list-style-type: none"> - Joanne is working to get wardens for North and East wing - Have contacted Co-Op for floor wardens - Once assembled, send to Katie P. who will be in touch with other departments in the building 	Joanne Katie P.		IP



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

7. NEXT MEETING

Date:	Dec 1 2021
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Time:	11am
Location:	zoom



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