



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Mar 07, 2023

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"/>
Jackie Carpio	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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"/>
Lydia Fong	Biodiversity Research Centre	<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 (tentative Grad Student Replacement)		<input checked="" type="checkbox"/>	<input 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"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<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 # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
#129569			Pat has done his part! <ul style="list-style-type: none"> - Sent the SOP to Instructor - Waiting for Instructor to complete chemical safety report and to state that they are satisfied with the SOP 	Pat		IP

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> GI-Rix-17/09/13		IN PROGRESS: Workplace & Lab Safety Inspections: <ul style="list-style-type: none"> - Pat & Nick will work on the bird room for inspection (Nick will get in touch) → Spoke with Nick, will have that done – Ben and Doug have corrective actions that need to be done – they are working on it now. Accessory Rooms: <ul style="list-style-type: none"> - These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing) 	LST Joanne Pat		IP



		<ul style="list-style-type: none"> - Pat has a list from Mindy – Pat & Bruce will finish the ones that are left of the list - Before next inspection: Have a discussion with Botany LST to decide how we should be inspecting these rooms (and teaching labs): e.g. who will check the eyewash stations in the autoclave rooms? <p>COMPLETED: Workplace & Lab Safety Inspections:</p> <ul style="list-style-type: none"> - Office inspections are done (some deficiencies were sent to Katie P. by Mindy, so Katie P. is aware of them, waiting to hear back) – Done! - Lab inspections were completed by Pat (thanks Pat!). BioSci building labs have been e-mailed and most PIs have sent back their corrective actions. BRC building still needs to have e-mails sent out to them → Done! <p>Accessory Rooms:</p> <ul style="list-style-type: none"> - These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing) - Pat has inspected the rooms with freezers → Done! - Rm 2031 (seawater room) and the Aquatics North Wing (rm 104) → A shared facility with Botany → Done! - Joanne will check with Botany LST next week to see if they will do the accessory rooms to the shared Teaching Labs (since Joanne and Mindy did the inspections for the actual Teaching Labs) 			
		<p>Lab safety – Yellow Folders (in Botany) → Keep in backburner (no change!)</p> <ul style="list-style-type: none"> - No need for Research labs - Gigi is still working on this for Teaching Labs 	Katie Pikor Gigi		IP
	<i>E.g.</i> GI-TEF3-17/09/14				



<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
		SRS has LST and JOSCH training available on their website - 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
		<p>New BERP online now: (No update yet)</p> <ul style="list-style-type: none"> - Still a few more edits, Joanne will complete them. Only a few names need changing. 	Joanne		IP
		<p>Accessibility and Safety:</p> <ul style="list-style-type: none"> - Decided that it's the students responsibility to tell instructors about accessibility. - Reached out to SRS – the worksheet was the same one given back to Gigi – Gigi is going to work on the worksheet over the summer to try and guide for different types of rooms (lab vs. tutorial vs. lecturer) - During Lab safety → we need to mention to all instructors that during safety that instructors need to have this conversation to students “if you have any accessibility/safety needs outside this lab safety, please tell me” - A document about safety needs to be given to instructors (including old instructors) → Gigi is working with Tammy now and will reach out to Botany and and Zoology LST when ready 	Gigi		IP
		<p>Key Liaison</p> <ul style="list-style-type: none"> - Mahsa is currently a temp. staff member and does not have access to all documents (this can be resolved if she becomes a permanent staff member) - In terms of access to Safety Certificates – Mahsa should work with HR Manager to handle that should WorkSafe BC audits us. 	Katie P.		C



		Website: (Complete but always a work in progress) <ul style="list-style-type: none">- Website updated!- If anything is out-of-date, let Pat and Sylvia know to fix it- If you can't find certain resources under the website tabs → Also please let Pat and Sylvia know!	Sylvia LST		C
		IN PROGRESS: Issues in ventilation of admin office (there is no ventilation). <ul style="list-style-type: none">- Update: Katie P. followed up with JOSCH and came in to visit- Waiting for JOSCH to come back to Katie P. with a response- If there is another bad heatwave, will work remotely.	Katie P.		IP
		Decommissioning BioSci Rm 4013/4015 → Won't do until April (once lab sessions are done) <ul style="list-style-type: none">- Joanne and Mindy are working to decommission the room as it was moved out of. Will follow up in April when classes are done and have more time.- Phil Matthews will be taking over, but currently on sabbatical and paperwork will need his signature	Joanne Mindy		IP



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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

7. NEXT MEETING

Date:	April 4, 2023
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:26

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