



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Nov, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mindy Chow	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input checked="" type="checkbox"/>		
Bob Shadwick	Biological Sciences Building	<input checked="" 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
#129569			Pat has done his part! - 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
#132054	New	Nov 7 th , 2023	Pat to meet with supervisor to come up with simple SOP- If public is confrontational what should the researchers involved be doing? If escalation occurs who should the researchers call for help? Signage "Research in Progress, UBC Zoology. Contact XX" Visible Vests or arm bands "UBC Zoology Research"	Pat	December.	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		All teaching labs completed. All offices completed. IN PROGRESS: Workplace & Lab Safety Inspections: - 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	LST Joanne Pat		IP



		<p>corrective actions that need to be done – they are working on it now.</p> <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 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:</p> <p>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)			
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		Lab safety – Yellow Folders (in Botany) → Keep in backburner (no change!) <ul style="list-style-type: none"> - No need for Research labs - Gigi is still working on this for Teaching Labs 	Katie Pikor Gigi		Completed
	<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 <ul style="list-style-type: none"> - It's free! - Including the Local Safety Team Training 	LST		
		Pat to follow up with department about ongoing training course updates. Hazardous waste training. Autoclave training.	Pat for hazardous waste/ Joanne for autoclave		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>New BERP online now: (No update yet)</p> <ul style="list-style-type: none"> - To discuss with Botany to see when and what needs to be updated for the new BERP. 	Joanne > Brett	December	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 Pat		IP
		<p>Website: (Complete but always a work in progress)</p> <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



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		<p>IN PROGRESS: Issues in ventilation of admin office (there is no ventilation).</p> <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. - Waiting on Pat to reconnect with Katie after the admin offices moved to the 3rd floor. 	Katie P.		IP
		<p>Decommissioning BioSci Rm 4013/4015 → Won't do until April (once lab sessions are done)</p> <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		C
		<p>New version of the building emergency response plan. Pat to ask facilities manager if the LST needs to be involved in signage for accessibility requirements from students, TA's, and staff members within the Biological Sciences Building. Signage from UBC to streamline the process. LST to take in submissions for accessibility requests and fill in the details on a case by case basis with instructor and or supervisor involved?</p>	Pat		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

7. NEXT MEETING

Date:	Dec 5 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



- Raw Meeting minutes Nov 7th, 2023. Aaron KS.
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- Meeting Minutes Review from June.
- 129569- waiting for instructor to complete chem safety course. Already taken. Waiting to do in person session.
- Workplace: All teaching labs completed. All Offices Completed. Only left is Research Labs. Pat to do at the end of Nov or in December.
- Pat to contact safety and risk services to see which supervisor is responsible for reports. Supervisor for whoever owns the lab. Department head is responsible. Difficulties getting reports back determining that labs have done their corrective actions. Technically not the responsibility of the LST to continually follow up. Its up to the supervisors to make sure somebody does it. It's the department heads responsibility to make sure the supervisors do their inspections.
- Autoclave were on hold. Up and running now? Joanna- Autoclave online training course. Has the course been updated? People have been gi
- Pat to follow up with Training courses to see hazardous waste and autoclave training courses updates. Joanne to make sure everybody is updated for training.
- Building emergency response plan: Updated yearly. Joanne > Brett. Brett didn't mention it at last meeting. Joanne to follow up with Brett.
- Alternate building emergency person: New hire to be emergency person? Updated soon, waiting to hear from Botany. Update the zoology part at the same time.
- Accessibility and safety: Patrick- anything needs to be done? Gigi- Assigned if we have students with accessibility incase of emergency. Dependant on courses etc. Last chat: Adapt part of the emergency response plan for instructors onboarding to make it known. That has been the last update. Pat + Gigi Qualtrics form for any staff or workers to register with SRS as having accessibility needs. Doesn't work for undergrads as they travel between buildings. For grads and for research it is important to take a look at. Pat – UBC is concerned about their employees more than undergrads. Applies more to TA's and Lab instructors. As long as we have something for grad students it will be better than nothing. Does the teaching group side of things have a plan moving forward for the beginning of the semester? Gigi- Yes we are building it into the onboarding for instructors and refreshing the biology website. By the beginning of the semester we inform instructors and this accessibility form will be part of it. Pat- Overall Still in progress? Gigi- Working on it. Before term 2 starts Gigi will have a better idea where documents live and will circle back to LST for finalization. IN PROGRESS. Once done take it off meeting minutes.
- Ventilation in the room: Whole admin office moved to 3rd floor. All the researchers and or Post Docs now using those rooms now have to deal with the temperature. Pat- Not sure if it still needs to be addressed? Issue = too warm, not enough ventilation. Bob- Katie initiated the visit to be checked out, double check with Katie if its not important anymore? Pat- Will check with Katie Pikor.
- Decommissioning. Joanne- DONE. Officially Phil Matthews lab now.
- New version of the building emergency response plan: Hyperlink for confidentiality for individuals that need assistance. Pat= put posters up for individuals who need assistance can scan QR code for link. To know its available. Pat- Not sure if we were to put up posers? Pat- Hasn't seen latest version of response plan. Pat- for individuals needing assistance. Gigi- there is a worksheet. Incase of XX what sort of assistance do you need? There is a link to SRS but not sure if it applies to undergrads. Pat- Would it be useful to have posters for individuals who may need accessibility assistance for emergency? Gigi- What info do we need? Pat- would have to take a look at the new version. IN PROGRESS. Pat to go



through the links and QR code and figure out what we need. Gigi to assist as well. Wayne- Sounds like we need clarification of what LST is responsible for in terms of emergency situations. Building, out of building, classes? Separate other committee for interactions in facilities? Is LST also part for accessibility? Bob- Is every department supposed to fix these problems on their own? Seems weird that its dumped down to the department level? Par- LST role for safety- items and issues within their mandate (dept) and providing recommendations. Occupational safety information. Kinda vague, doesn't talk accessibility. Sylvia- UBS signage, beyond just zoology. Wayne- We can be involved in the particular solutions (details). Signage from UBC to stream line it. LST to fill in the details. **Pat- Ask facility manager** if they know what to do? Is anything in place for the Biological Sciences building. Any info for individuals who may need accessibility assistance in an emergency? Joanne- Most recent BERP has no QR code? No hyperlink? Pat- we had thought of posters with QR code. Wayne- great idea, what would it say? Joanne- Is it our responsibility to create something? We also share the building with other departments. Lots of different people.

- End of last meeting minutes.
- New: Caris incident 132054. Regarding researchers who went in field for collection. Confronted by the public. Wasn't very nice. Nobody got hurt. Report came in regardless. For the LST what can we do to help minimize such events? What should these researchers do to minimize these confrontations from the public? Specifically: Collecting organisms along intertidal zone. Confronted by man who was not happy with what they were doing. Assumption was that they were harvesting from the sea illegally. What should the supervisor for the researchers do? Pat- Talked about signage. Researcher vests "UBC Research" Jeremy- Touched on this issue in the Botany LST meeting. High vis vest would quash 90% of the issues. Signage with outlet email. Johnathan- Makes sense. Easily identifiable. Wayne- weather a vest is needed or just an arm band. Supervisor was not with the people there? Faculty member is used to it. Students not so much. Pat- Supervisor was there and doing most of the talking. Even then the individual involved was confrontational. Joanne- Staff and faculty involved. Joanne- permit carrying is required. Signage is required by city of Vancouver. Sylvia- incase the deterrents don't work, maybe a protocol to see what has to be done next? Joanne- Guidance for the supervisor. Protocol in place for where to go for support? Wayne- basic field safety. Forms and approval. Could there be a blurb on what you plan to do if public approaches you? Part of field safety so the researchers involved are aware and prepared for that. Bob- Sign, and contact. Pat- High vis vest or arm band. UBC Research. Signage research being conducted call or chat with whoever. Let passerby know these people are doing research. If it escalates to the researchers know what the steps to take are? Simple SOP so researchers have thought about it. What are things we can do if it gets bad? Pat- Talk to supervisor. IN PROGRESS.
- Any new topics: none.
- Done 11:46.
- Next meeting Dec.