



Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Patrick Tamkee
Date:	Feb 4, 2025	Time:	11am
		Location:	Zoom meeting: Accessed remotely

AGENDA:

<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"/>
Mindy Chow	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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jonathan Affleck (Workshop)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Anne Burrows	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Lee (FSIAP)	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Chin Sun (Teaching)	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jill Jankowski	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<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

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
2024 Safety Inspections		Research lab inspection remaining Feb 4th 2025 update: all 2024 inspections done and reports uploaded to share point. Jeff has signed the final document acknowledging completion.	Pat		C
2025 Safety Inspections		2025 inspections to be scheduled and performed. Fire drill: currently scheduled for May 2025; as long as it's done once a year.	Pat		IP



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* 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 - Can be found on SRS website 	LST		
		New mandatory training course for all faculty and staff, and anyone being paid by UBC: "Preventing and Responding to Sexual Misconduct" <ul style="list-style-type: none"> - Accessible through Workplace Learning (WPL) - Deadline of Feb 28, 2025 - Redone every 3 years 	LST		IP
		Optional office ergonomics team participation and training available through UBC Ergonomics Team	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
BERP		Botany/zoology admins and Joanne have narrowed it down to needing only 2 more people to be back up wardens. We have enough to publish the BERP on our website.	Joanne/ Patrick		IP



	<p>Patrick- Follow up with SRS if we have to do fire drill once a year. Chris-will speak to JOHSC and also follow up. Follow up with Katie on when she wants the fire drill but likely in May after term/classes end.</p> <p>Feb 4th 2025 update: got the backup people for floor wardens, just waiting on fire drill. Got vests and other gear for floor wardens.</p>			
Wet lab in BRC with mold	<p>Department head, administrator, facility manager, researcher, and Patrick met to discuss the flood table room. Work is in progress to have the equipment cleaned, and walls and receptacles repaired and replaced. Now working with Building Ops and trades to repair lab before we can rebuild flood table system.</p> <p>Feb 4th 2025 Update: no new updates, building ops still working on renovations</p>	Katie Beall		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
NEW		Zoology Admin offices were assessed by Abigail Overduin from Workplace health services about the lighting in the offices. Office workers expressed concerns that the lighting was too bright and therefore had to work with the lights off most of the time. Dec 2024 Work is still in progress. Feb 4th 2025: Work is still in progress	Katie Pikor		IP
NEW		Naloxone kit now installed next to room 2200; Pat will check with SRS on who is responsible for maintaining it	Pat		IP
NEW		Room 2200 AED likely running low on battery; should make AED checks a part of regular inspections by Bot and Zoo going forward. Joanne will check with Jessica on who will maintain 3rd floor AED. Pat will check with SRS on who will maintain AED in building.	Pat/Joanne		IP

7. NEXT MEETING

Date: March 4th 2025



Time:	11:00
Location:	Zoom

8. MEETING ADJOURNED

Time:	11:35am
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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