



## Local Safety Team Meeting Minutes

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

### AGENDA:

<ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none"><li>• Monthly Incident List &amp; Statistical Summary Report</li></ul></li><li>3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li></ol>	<ol style="list-style-type: none"><li>4. Review Education and Training</li><li>5. Ongoing Business – Status of Action Items, Review of Previous Minutes</li><li>6. New and Other Business</li><li>7. Next Meeting</li><li>8. Meeting Adjournment</li></ol>
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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
Chin Sun (Teaching)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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
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.  March 4th 2025 update: still underway. Workshop inspection by Pat or Brett. For BRC, Pat inspects faculty who's home department is Zoology and Brett does the Botany faculty	Pat/Brett		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
		SRS has LST and JOSCH training available on their website <ul style="list-style-type: none"> <li>- It's free!</li> <li>- Including the Local Safety Team Training</li> <li>- Can be found on SRS website</li> </ul>	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		BERP is completed.  Mar 4th 2025 update: BERP is now on Zoology website. Still waiting to do the fire drill (to be done in May). Joanne will confirm who will contact building ops to organize the drill.	Joanne/ Patrick		IP



Wet lab in BRC with mold		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.  Feb 4th 2025 Update: no new updates, building ops still working on renovations  Mar 4th 2025 update: still working on it	Katie Beall		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
		<p>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.</p> <p>Dec 2024 Work is still in progress.</p> <p>Feb 4th 2025: Work is still in progress</p> <p>Mar 4th 2025: Still in progress.</p>	Katie Pikor		IP
		<p>Naloxone kit now installed next to room 2200; Pat will check with SRS on who is responsible for maintaining it</p> <p>Mar 4th 2025 update: Kits located near AEDs; information now on SRS website. If kit missing, contact Campus Security (they are responsible for maintaining it). Only one kit in building so far. Pat will update Zoology spill kit and AED template form.</p>	Pat		IP
		<p>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.</p> <p>Mar 4th 2025 update: Pat double-check with SRS and they are who does AED battery maintenance for the two AEDs in the building</p>	Pat/Joanne		IP
NEW		SRS has changed the url links to safety forms; need to be updated. If users notice broken links, let Pat know so we can update it	Pat		IP
NEW		Updating personal emergency contacts on Workday. Ask Jeff to give a brief blurb at the next faculty meeting.	Zootails/faculty meeting		IP
NEW		Complaints had been made by a few building occupants that the	Pat		IP



		hallway lights and some offices are too bright in north and east wings. Pat contacted Abigail if she can test light brightness and what we can do.			

**7. NEXT MEETING**

Date:	Apr 8 <sup>th</sup> 2025
Time:	11:00
Location:	Zoom

**8. MEETING ADJOURNED**

Time:	11:27am
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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](mailto:safety.programs@riskmanagement.ubc.ca)