



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Apr 1, 2025

Time: 11am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| <ol style="list-style-type: none"> 1. Roll Call 2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 3. 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 Training 5. Ongoing Business – Status of Action Items, Review of Previous Minutes 6. New and Other Business 7. Next Meeting 8. 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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
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. 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 Apr 1 2025: still in progress	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"> - 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		
		Safety Day: Oct 8th 2025; conference for safety related things, registration open and free!			

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 Completed. Waiting for fire drill. Apr 1st 2025: BERP on website, waiting for department heads to book fire drill; currently scheduled for May 2025	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. Apr 1st 2025 update: still working on it	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
		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. Apr 1st 2025: Still in progress; Pat will follow up with Katie	Katie Pikor		IP
		Naloxone kit now installed next to room 2200; Pat will check with SRS on who is responsible for maintaining it Mar 4th 2025 update: Kits located near AEDs; information now on SRS website. If kit missing, contact Security know (they are responsible for maintaining it). Only one kit in building so far. Pat will update Zoology spill kit and AED template form. Apr 1st 2025 update: Campus security responsible for naloxone refill	Pat		C
		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 flr AED. Pat will check with SRS on who will maintain AED in building. Mar 4th 2025 update: Pat will double-check with SRS who does AED battery maintenance for the two AEDs in the building Apr 1st 2025 update: Campus security does battery replacement for both	Pat/Joanne		C
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



		Apr 1st 2025 update: still in progress			
		Updating personal emergency contacts on Workday. Ask Jeff to give a brief blurb at the next faculty meeting. Apr 1st 2025 update: Pat will ask department head to bring it up during faculty meeting	Zootails/faculty meeting		IP
		Lights too bright in north and east wings, might affect people. Pat contacted Abigail if she can test light brightness. Apr 1st 2025 update: still in progress, but hard to change unless it breaks WorkSafe guidelines; Pat is working with Katie to address if it should/can be changed in offices. Hallways unlikely to change because building won't pay for it	Pat		IP
NEW		A few people have been trying to take off parts from -80 freezer and incubation fridge on the east side of the Biological Sciences Building set aside for recycling. They are not zoology's or botany's so they are not paying for removal. Not sure who to contact to have this removed but LST have concerns for people potentially releasing chemicals from the equipment when parts are being taken out of equipment. Campus security has been contacted a few times to escort people away from the -80/incubation fridge.	LST		IP

7. NEXT MEETING	
Date:	May 6 th 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