



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Joanne Denny, Sylvia Heredia, Patrick Tamkee

Date: April 6, 2022

Time: 11am  
Location: Zoom meeting: Accessed remotely

### AGENDA:

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| <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"/>
Bruce Gillespie	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mindy Chow	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edythe Grant	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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Lydia Fong	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Craig Berezowsky		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chin Sun		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report <i>(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)</i></li> </ul>						
(* See Legend at end for Priority and Status Codes)						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



**2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

(Use CAIRS Incident ID #)						
			- No new CAIRS			

**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. GI-Rix-17/09/13</i>		<p>Lab Inspections</p> <p>Update:</p> <ul style="list-style-type: none"> <li>- Mindy has sent Pat all the Teaching Labs she has done (one outstanding that needs signage – Chris Harley &amp; Leticia Aviles) → Chin will get Chris &amp; Leticia to sign off at a Lab Report</li> <li>- If no signage by April 11 – then bring it up Pat will bring it up with Vanessa, and if not, then bring it to JOSCH</li> <li>- Pat has done all the Research Labs except one in BioSci (Jeff – working on the corrective actions)</li> <li>- Pat has done all the Research Labs in BRC – followed up at the beginning of April (waiting for Leticia &amp; Chris)</li> </ul> <p>Mindy &amp; Joanne have decided they're going to do Teaching Lab inspections during THE SUMMER (6mns from when we just did them):</p> <ul style="list-style-type: none"> <li>- In June: More flexible and less busy</li> </ul>	<p>Joanne Mindy Pat Nick</p>		In progress



		<ul style="list-style-type: none"> <li>- For Research Labs – for Pat – it’s more downtime during November/Winter</li> <li>- Goal: Just increase being safer, and if it is more safe for Teaching Labs in the summer and Research Labs in the winter, then ultimately that is the goal</li> </ul> <p>Nick – Hummingbird rooms inspection:</p> <ul style="list-style-type: none"> <li>- There is access to the ROOF – follow-up with Nick</li> </ul>			
<i>E.g. GI-TEF3-17/09/14</i>		<p>Lab safety – Yellow Folders:</p> <ul style="list-style-type: none"> <li>- No Update Yet</li> <li>- Confirm with Katie if she wants/doesn’t want it</li> </ul>	Katie Pikor Edythe		In progress
<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
		- N/A			



**4. EDUCATION AND TRAINING**

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**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
		Faculty Representative: - No update without Katie Pikor - Vanessa is on it.	Katie Pikor Vanessa		IP
		Floor Wardens: - Joanne has sent the updated Floor Warden list to Katie P. (North & East Wing) - Katie P. will bring up to Admin for 3 <sup>rd</sup> floor (microbio & chem) – No Updates - Botany: Lavinna has agreed to be Warden for First floor; Jessica was going to ask for a secondary Warden for First Floor	Joanne Katie P.		IP
		Annual Review for BERP: - Floor Warden will need to be updated - Pat has done in the past: Revamp the building emergency response plan using SRS template (~3yrs ago) - SRS has an updated template – we will have to update ours as well & email includes the updated changes	Joanne Pat		IP
		SRS Update: - Mindy has emailed to get the AED update for the 3 <sup>rd</sup> floor. - Not on website yet	Mindy		IP



		- Need another follow-up			
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**5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)**


**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
		Teaching Lab: <ul style="list-style-type: none"> <li>- Autoclave Door is being left open now-and-then</li> <li>- Building Ops is trying to adjust the pressure of Autoclave Room so more steam &amp; smell is vented upwards</li> <li>- South Wing</li> <li>- Joanne will put up some signage about keeping doors closed and locked</li> <li>- Maybe put in the e-mail? Maybe too broad – something to think about</li> </ul>	Joanne Sylvia		IP
		SRS E-mail: <ul style="list-style-type: none"> <li>- Is there Site Orientation Plan with New Workers (mandatory training)? → Yes (Supervisor has the checklist with certain safety features they must go over – including task-specific safety)</li> <li>- Outdated Signage: We have some – Jessica in Botany is currently going through the wings → Waiting for UBC printers to get the updated signage (They will be replacing all the old ones)</li> <li>- Sylvia will include all the other notes to the monthly safety</li> </ul>	LST Sylvia		



		email (Violence & Risk assessment in work area, including field trips, free Health protection programs including respiratory and hearing protection)			
		Sylvia on ZEDI: <ul style="list-style-type: none"> <li>- Talking about Safety Forms (Web Forms)</li> <li>- Include “Human Risk” → anything that follows under EDI issues (e.g. Violence on field trips)</li> <li>- ZEDI has decided to take the lead on this – they will reach out to the departments first, and then we may become involved</li> </ul>	Sylvia		IP

7. NEXT MEETING	
Date:	May 4, 2022
Time:	11 am (unless we hear a conflict from others)
Location:	





8. MEETING ADJOURNED	
Time:	11:36

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)