



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: May 4, 2022

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bruce Gillespie	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"/>
Edythe Grant	Biological Sciences Building	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>
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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & 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> 						
(* 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>		Lab Inspections Update: <ul style="list-style-type: none"> - Teaching Lab: Chris has signed. - Research Lab: Pat still waiting for Chris & Leticia in BioDiv – Pat has resent them an e-mail with Vanessa CC'd - If not signed then will send it up to JOSCH (JOSCH meeting is next week → Pat follow-up with Chris by next Wednesday) - Pat has done all the Research Labs except one in BioSci (Jeff – working on the corrective actions) - Hummingbird Rooftop Follow-up: Nick’s response: No actual room they work in, can inspect if needed (this had initially gone through Katie) – it would not be a lab inspection, but maybe a building inspection? Or “Working in a dangerous area” (e.g. ponds) it would require an SOP - Follow-up with Nick: Pat will ask if there is an SOP in place for the rooftop 	Joanne Mindy Pat Nick Chris		In progress



		<p>Mindy & 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"> - In June: More flexible and less busy - For Research Labs – for Pat – it's more downtime during November/Winter - 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 			
<i>E.g.</i> <i>GI-TEF3-17/09/14</i>		<p>Lab safety – Yellow Folders:</p> <ul style="list-style-type: none"> - No Update Yet - Confirm with Katie if she wants/doesn't want it 	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
		<p>SRS:</p> <ul style="list-style-type: none"> - Heat Stress Training: May 18th - Heat Stress Awareness 			



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	Katie Pikor Vanessa		IP
		Floor Wardens, Fire Drill, & Annual BERP report: <ul style="list-style-type: none"> - Pat has the updated floor plan, current converting old building emergency response plan. Will go through list of old Floor Wardens, e-mail the current Floor Wardens to update their training & find new Floor Wardens (South & West Wing of Zoology) - Joanne & Jessica Trat (Botany) – Moving forward with the admin meeting to ask about MicroBio & Chem for 3rd floor wardens. East wing 2nd & 4th floor – Isabel is just confirming with people. - Botany is aiming to have a fire drill for the BUILDING at the end of August (August 23/24). Botany will have a floor warden pre-meet @ early August so that they get a refresher for what to do & the muster point, etc. Joanne will follow up with Jessica (maybe it’s Brett?) to see if there is any correspondence with Zoology - Brett, Pat, and Chris are all working on an emergency response plan – very redundant! Chris might try bring it up with JOSCH to see if there is a way to reduce redundancy - BioDiv Fire Drill - June 21st at 11am 	Pat Joanne Katie P. Botany		IP



		<p>SRS Update:</p> <ul style="list-style-type: none">- Heat Stress & Awareness Update – see Education & Training- Mindy has emailed to get the AED update for the 3rd floor, website now updated!	Mindy		C
		<p>Teaching Lab:</p> <ul style="list-style-type: none">- Joanne has put up signs on the autoclave room to lock the door/close the door (Beaty’s door locks, but the BioSci ones don’t) –- To be aware: Jessica has made a note about the last day of classes to request and close the building early so we don’t have drunk students come in)- Building Ops is trying to adjust the pressure of Autoclave Room so more steam & smell is vented upwards: COMPLETED- South Wing	Joanne Jessica (Bot) Sylvia		C



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
		SRS E-mail: - Joanne has put it in the e-mail for Sylvia to send out	LST Sylvia		
		-			
		Sylvia on ZEDI: - No Sylvia: So no update - Talking about Safety Forms (Web Forms) - Include “Human Risk” → anything that follows under EDI issues (e.g. Violence on field trips) - ZEDI has decided to take the lead on this – they will reach out to the departments first, and then we may become involved	Sylvia		IP

7. NEXT MEETING

Date:	June 1, 2022
Time:	11 am (unless we hear a conflict from others)



Location:	
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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