



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Mar, 05, 2024

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"/>
Mindy Chow	Biological Sciences Building	<input checked="" type="checkbox"/>	<input 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"/>
Nick Tochor	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gigi Lau	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aaron KS	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	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"/>
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
Wayne Maddison	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input 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
#132054		Nov 7 <sup>th</sup> , 2023	Pat to meet with supervisor to come up with simple SOP- If public is confrontational what should the researchers involved be doing? If escalation occurs who should the researchers call for help? Signage "Research in Progress, UBC Zoology. Contact XX" Visible Vests or arm bands "UBC Zoology Research" Waiting for approval to purchase equipment suggested in the corrective actions.  Incident while field sampling	Pat, Gigi	April, 2024	IP
#133610		Feb 2024	Pressure washer use. Patrick- Pressure washer SOP sent out to LST for review. Individual was using a pressure washer and holding a piece of equipment. Pressure washed their hand. Surface injury on the hand, abrasion. Patrick- Having or requiring proper orientation and training for using a pressure washer. Patrick- Standard operation procedure for using pressure washer now implemented. Required sign off and PPE. Patrick- Would be something better than an SOP to read. Patrick or supervisor can keep track of proof of training or at least reading information.  April 2024: Plan is to have individuals read through SOP and sign off on it indicating that they've read and understood the SOP for pressure washer use. Discuss the SOP at next meeting for approval.	Patrick, Everyone	April, 2024	IP



#133722		Feb, 2024	<p>Cut with glass. Patrick- In a lab, researcher working with equipment that broke. Researcher cleaned up the mess, another researcher who was cleaning up glass waste at the same time accidentally nicked the 1<sup>st</sup> researcher as they were turning around etc. Supervisor said “making sure that individuals know only 1 person should clean up broken glass at a time etc. Make sure everyone is out of the area so the 1 individual can work to clean up glass waste to reduce change of impacting anyone else.” Patrick- No clear SOP but that is the main corrective action. Waiting on supervisor to see if any further action needs to be taken.</p> <p>April, 2024. Still need to follow up with supervisor for any corrective actions to close the CARIS report.</p>	Patrick	April, 2024	IP
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**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><b>IN PROGRESS:</b> Workplace &amp; Lab Safety Inspections:</p> <ul style="list-style-type: none"> <li>- <b>Pat &amp; Nick</b> will work on the bird room for inspection (Nick will get in touch) → Spoke with Nick, will have that done – Ben and Doug have corrective actions that need to be done – they are working on it now.</li> </ul> <p><b>Accessory Rooms:</b></p> <ul style="list-style-type: none"> <li>- These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing)</li> <li>- Pat has a list from Mindy – Pat &amp; Bruce will finish the ones that are left of the list</li> <li>- <b>Before next inspection:</b> Have a discussion with Botany LST to decide how we should be inspecting these rooms (and teaching labs): e.g. who will check the eyewash stations in the autoclave rooms?</li> </ul>	LST Joanne Pat		IP



		<p><b>COMPLETED:</b></p> <p>Workplace &amp; Lab Safety Inspections:</p> <ul style="list-style-type: none"><li>- Office inspections are done (some deficiencies were sent to Katie P. by Mindy, so Katie P. is aware of them, waiting to hear back) – Done!</li><li>- Lab inspections were completed by Pat (thanks Pat!). <b>BioSci building</b> labs have been e-mailed and most PIs have sent back their corrective actions. <b>BRC building</b> still needs to have e-mails sent out to them → Done!</li></ul> <p><b>Accessory Rooms:</b></p> <ul style="list-style-type: none"><li>- These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing)</li><li>- Pat has inspected the rooms with freezers → Done!</li><li>- Rm 2031 (seawater room) and the Aquatics North Wing (rm 104) → A shared facility with Botany → Done!</li><li>- <b>Joanne</b> will check with Botany LST next week to see if they will do the accessory rooms to the shared Teaching Labs (since Joanne and Mindy did the inspections for the actual Teaching Labs)</li></ul> <p>Notes:</p> <p>Patrick- Most of the teaching labs are done</p> <p>Patrick- Lab safety inspections to be done by the end of this month.</p> <p>Patrick- EMAIL sent out to LST: List of all inspections we need to do every year. Includes workshop, vehicles, ladders. Patrick to send email for entire list for LST that is required for us to inspect. We are supposed to send Dept Head the completed list for signage and sent out to JOHSC.</p> <p>Patrick- 3 items need to be done twice a year, everything else is annually once a year.</p> <p>Joanne- Internal and external building inspection in Dec/Jan with Botany. A few notes made (Outside east wing ground floor, mud rooms have no “no smoking signs” &gt;&gt;&gt; Katie Pikor can be made aware of it to get signage).</p> <p>Joanne- Send the report to Pat, Brett or share point? Upload to share point</p>			
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		is best.  March 2024: Building inspection> Outside and Inside inspection. External, internal hallways, labs, workshops, vehicles, ladders Being completed.			

\* 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> </ul>	LST		
		Patrick- Mindy mentioned when she re-registered for autoclave training she was unable to update her training. SRS branch says they are working with online registration. No updates from SRS as of March 2024.		April, 2024	IP
		SRS has new electrical safety website for people to look up.			



		<p>SRS had made a few slight changes for general inspection. Listed in emails. When we do general inspections, keep note of the updated sections. When you go to SRS website they have local safety team resources. Updated the downloadable checklists. Note: We do need 1m of space of clearance around electrical panels.</p>			
		<p>SRS has listed dates and times for ongoing training sessions.</p>			
		<p>SRS- Reminder that daylight savings time is March 10<sup>th</sup>.</p>			



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
		<p>New BERP online now: (No update yet) (Building Emergency Response Plan)</p> <ul style="list-style-type: none"> <li>- Still a few more edits, Joanne will complete them. Only a few names need changing.</li> <li>- Will need to work with Botany for shared spaces. One BERP that both departments can use.</li> </ul> <p>Notes: March 2024: Joanne- Botany has cancelled the last LST meeting. Nothing rescheduled. Patrick- We do share the same building. Some parts that they need to complete and some parts that we need to complete. From our side: Floor wardens updated on the BERP. A few individuals need to be replaced. Patrick- Look at current floor wardens and contact them. Figure out who needs to be replaced through Katie Pikor. Jeremy and Holly-Anne can follow-up and help. Patrick- Once we've updated BERP we can do our fire drill. Once the floor wardens are established. Yearly fire drill.</p>	Joanne Jeremy Holly-Anne	April 2024.	IP
		<p>Website: (Complete but always a work in progress)</p> <ul style="list-style-type: none"> <li>- Website updated!</li> <li>- If anything is out-of-date, let <b>Pat and Sylvia</b> know to fix it</li> <li>- If you can't find certain resources under the website tabs → Also please let <b>Pat and Sylvia</b> know!</li> </ul>	Sylvia Holly-Anne LST		C





		<p>Some of the links were out of date from safety and risk services. Katie Pikor- Holly-Anne tasked with looking into the website rabbit holes etc. Agreed to take charge and look around to provide feedback if any links are broken etc.</p> <p>March 2024: Holly-Anne: Overlap of navigational aids on the website. More broad funnel of navigation that is easier to implement instead of having so much information on the front page. Patrick- Everyone take a look at the Zoology safety website to give feedback. Easily accessible and easier to navigate. Wayne- Imagine somebody is in a timely situation. At the very least under the resources tab but Safety at the top or near the top.</p>			

**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>Christopher: JOHSC All those CARIS reports- make sure all the updated are on the CARIS reports. Keep the actual CARIS reports up to date</p>	Patrick	APRIL 2024	IP



		Christopher: Working on building inspections,  Make sure the sign off from Jeff is included in the final reporting.			
		Jeremy: Who has keys to the new cardboard compactor? Needless to have people go to Jeremy just to compact cardboard. Who can get access to the compactor? Patrick- the fewer keys the better. Less risk of injury.			

**7. NEXT MEETING**

Date:	April 2nd, 2024
Time:	11:00
Location:	Zoom



## 8. MEETING ADJOURNED

Time:	11:28
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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)