



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: January 12, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Chris Stinson	Biodiversity Research Centre	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lydia Fong	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>		
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building		<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 checked="" type="checkbox"/>	<input 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"> <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 report			

**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 - Lab coats need to be available for inspectors</p> <ul style="list-style-type: none"> <li>- Mindy &amp; Joanne – Completed for Teaching Labs! Mindy has written up the reports and have been sent out to whoever owns the lab (deadline to complete action included – on forms for some things that may take longer, can include “by next inspection” or “by September 2022”). Mostly minor.</li> <li>- Pat – Research Labs: BioSci Building – 3<sup>rd</sup> and 4<sup>th</sup> floor in South wing labs are done. Needs access to West Wing 3<sup>rd</sup> floor lab. Inspection of half of first floor in BioDiv Building.</li> <li>- Brett &amp; Bruce &amp; John- Workshop done on Dec. 15<sup>th</sup> (16<sup>th</sup>?) – minor deficiencies</li> </ul>	Joanne Mindy Pat Bruce		In progress
<i>E.g. GI-TEF3-17/09/14</i>		<p>Lab safety – Yellow Folders:</p> <ul style="list-style-type: none"> <li>- In Botany they keep it for the safety records/courses</li> </ul>			



		<ul style="list-style-type: none"> <li>- In Zoology: Edythe has been keeping them, also digitalized so that Edythe always has access to it.</li> <li>- Safety courses vis UBC vs. Lab/Equipment Training from the Department/Lab (e.g. how to use nitrogen gas, centrifuge...): This will be an extra step but we have no record of it.</li> <li>- New workers form: On Workday – could be redundant? – We have to check what Workday has on record and if we have covered.</li> <li>- Currently Workday has part 1 where you can download the forms and sign it, but not required to upload the signed form. Do we need to enforce this now?</li> <li>- Field work/field equipment? Still part of the lab so it should be part of the training records – PI should be responsible for that, and we should have records → if we're trusting of the field work, then are we going to be trusting of lab? – maybe revisit next time with Katie P.</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
		Who does SDS give information to when it comes to updates? <ul style="list-style-type: none"> <li>- No one, just have to check the site periodically</li> </ul>			



		<p>Mary O'Connor asking about departmental funds for Students First Aid Courses, specifically for in the field</p> <ul style="list-style-type: none"><li>- Maybe paid out of grant funding</li><li>- If it's on campus – NO, if it's in the field, the supervisor should be paying for it. If it's TEACHING – should come out of the department</li></ul>	<p>Sylvia Katie Pikor</p>		
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**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: <ul style="list-style-type: none"> <li>- Chin Sun is on the team</li> <li>- Katie P. will check with Vanessa to get another faculty member</li> <li>- Craig was supposed to join but he has teaching</li> </ul>	Katie Pikor		IP
		Floor Wardens: <ul style="list-style-type: none"> <li>- Building Emergency Response Plan – is for people to know where fire extinguishers are, who the floor wardens are, etc. → This is most important for the Floor Wardens and they need do this before a Fire Drill (Brett is pushing to do a whole building Fire Drill)</li> <li>- Joanne is working to get wardens for North and East wing</li> <li>- Co-Op Office was contacted – they will try to find two people to be their floor wardens: They are updated but Joanne has not heard back from then, will send a follow-up.</li> <li>- Is it possible to get Teaching Faculty to be Floor Wardens? Katie P. can put some names forward</li> <li>- Once assembled, send to Katie P. who will be in touch with other departments in the building (Biochemistry and Microbiology)</li> </ul>	Joanne Katie P.		IP
		Last month - Our first Monthly Safety Update! <ul style="list-style-type: none"> <li>- Pat sent out an update about SRS: extreme weather conditions, essential and non-essential services (likely on the website), JOSH &amp; LST training dates, update changes on UBC First Aid Poster,</li> </ul>	Sylvia		



		<p>summary of updates on their website, SRS restructuring, COVID-19 pandemic – most recent actions UBC is taking can be found on the website</p> <ul style="list-style-type: none"><li>- Can include for the new monthly update</li><li>- Website update: we have a COVID-19 page – a “what to do if you have a confirmed case”</li></ul>			



**5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)**

		<ul style="list-style-type: none"> <li>- Autoclave Manual</li> <li>- Approval of Joanne’s autoclave manual will be discussed next meeting. Only a few people need to look over it to see if it reads well. Joanne will send out another email regarding this.</li> <li>- Joanne has also been asked to create an error message cheat sheet that will be posted with autoclaves to instruct users what to do if they receive an error message. It will also inform all users that any error message must be reported.</li> <li>- Some people have given feedback but still waiting on a few others</li> </ul>	Joanne/ LST		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

**7. NEXT MEETING**

Date:	Feb 2 2022
Time:	11am
Location:	Zoom





8. MEETING ADJOURNED	
Time:	11:30

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)