



Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Pat Tamkee
Date:	03-Apr-2019	Time:	10:30
		Location:	Biosci 4223

1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Bruce Gillespie	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Tamkee	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	BioDiv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leticia Aviles	BioDiv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Pikor	BioSci	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephanie Blain	BioDiv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edythe Grant	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Milsom	BioSci	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jolan Theriault	BioSci	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mindy Chow	Wesbrook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Adamson		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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)



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

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

* 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

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
	C	- safe work procedures	Bill		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<ul style="list-style-type: none"> - questions regarding what constitutes “field work” led to modified forms that differentiate between field-friendly and remote sites - paperwork at a point that makes everyone relatively happy, it’s ready to be tried out by more people in Zoology so it should be put up on the website - plan for the website is to have an online form that is directly sent to Pat and Katie Pikor, with a way to update previous forms for each iteration of field work - problem to leave things too open with changes to website because of associated costs 			
	D	<ul style="list-style-type: none"> - lab inspections: plan is to send out email in April with the plan to do lab inspections in May/June - as in past years, Pat will group people in pairs. The buildings that need to be done are Biosci and Biodiv 	Pat / everyone		IP
	E	<ul style="list-style-type: none"> - Pat is in the process of doing building inspections - some updates needed to building emergency response plan – especially regarding floor wardens - Pat made a “what to do” card for floor wardens, with duties in case of a fire, and a list of the floor wardens and their contact information - possible point of contention is providing cell numbers, but that could be okay given that it is only going out to floor wardens 	Pat		IP
	C	<ul style="list-style-type: none"> - regarding glove policy: one glove may be a better idea than no gloves in case someone is carrying a hazardous material - definitely not both gloves 	Pat, Mindy		IP
	C	<ul style="list-style-type: none"> - fire drill issues - people entering buildings during fire drills: noise cancelling headphones sometimes cause this but aren’t something we can do anything about - people not going to the correct muster stations 	?		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
	C	<ul style="list-style-type: none"> - Sylvia (communications) has Zoology's new website - current website has contact information and links to various emergency procedures - some items on current website may be more or less important - safety team should review what is there now and provide feedback on what should be removed, what is necessary, and what would be expected to be on health and safety website – do this within the next week or two - main headings are emergency contacts, policies and procedures, safety orientation: several subsections within these, including procedures and forms - nothing under safety orientation yet, but will likely have something broken down into (1) new employees and (2) supervisors to specify who is responsible for what - personal safety information checklist on EOS website is similar to folder provided by Botany to each student (discussed last week) – provides information for emergencies, etc. for new workers. Need to review in order to avoid redundancy - suggestion that there being more rather than less isn't necessarily bad, so that at least it's there. But opposing issue that it needs to be easy for people to find things 	Everyone, Pat	17-Apr-19 (for comments on current website)	N
	R	<ul style="list-style-type: none"> - New lab entry protocol? - Pat wrote a new lab protocol; he will follow up with Katie Pikor on that 	Pat, Katie Pikor		IP
	E	<ul style="list-style-type: none"> - Chris Harley feedback regarding who needs training for fieldwork 	N/A		C



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - question is what “appropriately trained for fieldwork” implies regarding volunteer training - interpreting this as training provided by PI or students who are already doing this fieldwork - if it is a PI new to this field work, they should get someone else to train them, or... - second question: if supervisor is an “expert” who can determine risk effectively, can there be green zones where students can go alone (with appropriate work alone procedures) - Risk Management responded that this interpretation of training needed is consistent with what they want. Person most responsible for individual working (aside from themselves) is their supervisor. Supervisor should be involved in risk assessment, and there can be green zones for working alone once risk is assessed - according to Bill, this is also consistent with what is in new safe work procedure templates 			
	E	<ul style="list-style-type: none"> - information from Risk Management (1) unwelcome people entering work area: be aware of visitors. Procedure is to not confront them, do not confront them, let them leave, offer to help, call campus security if necessary, report to CAIRS (2) April 28 is the day of mourning to remember those who have lost their lives to work-related accidents and diseases. Ceremony held at Jack Poole Plaza 			

7. NEXT MEETING	
Date:	TBD
Time:	TBD



7. NEXT MEETING

Location:	TBD
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8. MEETING ADJOURNED

Time:	11:15
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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



PRIORITY:		STATUS:	
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