



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: May 2, 2019

Time: 10:30am
Location: Biological Sciences Bldg Room 4223

1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Chris Stinson	Beaty Biodiversity Museum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Adamson	Wesbrook	<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"/>
Bruce Gillespi	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leticia Laviles	Biodiversity 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"/>
Patrick Tamkee	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jolan Theriault	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 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
123600		April 24 2019	Researcher using box cutter – slipped and cut their own hand Trained to use box cutter, where (appropriate surfaces) and how to cut with a box cutter safely.	Patrick	May 1, 2019	C
<i>E.g. 119982</i>						

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 inspection scheduling – Westbrook and COPP labs need to be decommissioned by June/July, therefore the lab inspections in these buildings may need to be pushed back. General lab inspections will be pushed until September/October to allow for lab decommissioning and move-in to new Biological Sciences building.	All		IP
<i>E.g. GI-TEF3-17/09/14</i>		Building inspections – update emergency response plan and personnel (wardens) before proceeding with building inspections	Patrick		IP
<i>NOTE: These are the inspection numbers (GI- location- date of inspection)</i>					



3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					

* 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
		Mandatory safety courses for supervisors on RMS website – not just for new hires; mandatory for all PIs. Allows them to know their role (i.e.: any volunteers in the lab are ultimately the supervisor’s responsibilities) Will check what other depts are doing across faculty of science – why not reinforced by RMS Action – Will wait for results of JOHSC discussion of the subject	Chris		IP

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
		Field Safety Policy and Procedure forms – suggesting adding in power dynamic and appropriate conduct (sexual harassment, etc.) policies – updating wording and making some statements more generalized (broader coverage) - all members of LST will be editing and website team will incorporate on zoology webpage - weather statements, physical hazards statements, etc. generalized	Sylvia		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		Lab entry protocol updates	Pat/Katie P		IP
		Department of Zoology Field Safety Webform Project/Trip Leader changes: <ul style="list-style-type: none"> - changes to wording regarding trip leader; in case of accident include alternate trip leader - accepted - changes regarding wording of group numbers (breaking into smaller groups) accepted - suggest adding section to first page of “Project/Trip leader” form with local emergency contact numbers (medical, fire, and police) to form and for team leaders to take completed forms into the field with them as safeguard - Will add section to “Project/Trip leader” form to list time/distance estimates to nearest medical aid facility - “Participants” refers only to UBC employees on these forms – needs to be clarified on the forms - Forms will be considered for research in the field, new forms will need to be developed for teaching in the field <ul style="list-style-type: none"> - Separate email address to send signed forms - PDFs of forms to be made available on webpage 	Sylvia		IP
		Department of Zoology Field Safety Policy and Procedures <ul style="list-style-type: none"> - In procedures: include “with local regulations in addition to UBC safety guidelines.” – Accepted <ul style="list-style-type: none"> - Page 2, first paragraph: the title of the links do not match the titles of the documents. Perhaps also include versions and dates for document. – Renaming; accepted - Add page numbers. – Accepted - In section 1 of General Precautions, the form states that “They will sign the acknowledgement of risk form as a volunteer.” We 	Sylvia		IP



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

		<p>recommend that you consult with Risk Management (Paul Nakagawa) about this statement as it may place all legal liability onto the trip leader and/or the PI. – Accepted</p> <p>- In Specific Precautions, section c, include restrictions on medications that are legal in Canada but not other countries. – Accepted</p> <p>- In the Zoology safety training records, make sure there is signature section to show the researcher has read this document. – Accepted</p>			
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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
		Safety day – October 2019 -- email	Pat	May 2 2019	C

7. NEXT MEETING

Date:	June 5 2019
Time:	10:30am
Location:	BioSci rm 4223

8. MEETING ADJOURNED

Time:	11:28am
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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