



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: May 6th, 2020

Time: 10am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| <ol style="list-style-type: none"> 1. Roll Call 2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 3. 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 Training 5. Ongoing Business – Status of Action Items, Review of Previous Minutes 6. New and Other Business 7. Next Meeting 8. Meeting Adjournment |
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1. ROLL CALL				
Worker Representatives	Work Location	Present	Regrets	Absent
Ellen Nikelski	Biodiversity Research Centre	<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"/>
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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Gaede	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Stinson	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Martin Adamson		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Craig Berezowsky		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jane Roskams		<input checked="" type="checkbox"/>	<input 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)						
Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			No incidents were reported this month			



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

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>		-None			
<i>E.g. GI-TEF3-17/09/14</i>					
<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
		-None			



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
		-SOP for electrical equipment <ul style="list-style-type: none"> Pat has finished writing up an SOP for electrical equipment. This document has been sent to Katie P. She will review the document before sending it out to the department 	Katie P.		IP
		-Safety and Risk Services online safety modules <ul style="list-style-type: none"> All safety modules have been shifted to Safety and Risk Services' new online platform. Based on last month's discussion, Mindy did some research into how long safety certificates last. The period is dependent on the certificate. Some last three years, some last five years and for certain certificates, the expiration date is determined by the individual's supervisor. Mindy will forward the email with this information to the other members of the LST. For individuals who deal with hazardous waste, Safety and Risk Services have created two new online safety modules. This change is due to the fact that Safety and Risk Services is working with an environmental facility that has changed how it is accepting waste. In order for a lab to request hazardous waste pick-up, one individual from said lab must have taken some combination of 4 safety courses dependent on the type of hazardous waste. All this information is available on the Safety and Risk Services website. The LST members will need to look into these requirements a bit more. Mindy will forward relevant emails and websites to Pat 	Mindy and Pat		IP
		Signage for waste disposal and autoclave rooms <ul style="list-style-type: none"> Ben Loosley is now working on this. It is unclear if he is actually coming into campus to put signs up at this point. 			IP



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

		<ul style="list-style-type: none"> Signs for the autoclave rooms were given to Kenneth Cheng. Kenneth needs a member of the LST to let him into the autoclave rooms to put them up. This task will be dealt with once the LST returns to campus pending changes to pandemic restrictions. 			
		<p>-Laundry services for lab coats</p> <ul style="list-style-type: none"> It has been determined that LSI also offers a laundry service. Pat will approach them regarding the details of this service. Question was posed as to whether Zoology needs its own laundry service if both LSI and Chem stores provide this service. Conclusion: if zoology wishes to organize laundering twice a year, it makes sense for the department to its own system. However, this does not prevent members of the department from using the Chem stores or LSI service. Pat will add information regarding all three laundry options to the laundry SOP. 	Pat		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
		<p>-Emergency power shutdown</p> <ul style="list-style-type: none"> On May 20th, there will be an emergency power shutdown in the west wing of Biosciences lasting 3 hours. A level one shut down of all fumehoods is needed in this area of the building. 	Pat and Katie P.		IP



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> It is unclear whether users of the fumehoods in the west wing performed a level one shut down prior to vacating the building for the coronavirus pandemic. Pat will be in the biosciences building on the weekend before the power shut down and has volunteered to perform the level one fumehood shutdowns. He has contacted Katie P. to determine whether this is advisable and is currently waiting for a reply. 			
		<p>-Safety and Risk Services email talking points</p> <ul style="list-style-type: none"> There is now a Covid-19 resource page on the Safety and Risk Services website. This page provides information on Covid-19 related resources as well as how to report incidents related to Covid-19. Many resources that can be found on this page relate to working from home and include information on ergonomic, physical and mental health. 			C
		<p>-Additional information need for the online field work forms</p> <ul style="list-style-type: none"> Pat received an email from Vanessa indicating that she wishes to add an additional consent portion to the online field work forms. This new clause would require signed consent for the PI or trip leader of the student partaking in the field work. It is hoped that this addition will clarify that students are working with a PI or trip leader and therefore responsibility for the trip does not fall completely on the student. Question: Should this new consent section be added to the online forms or should it be emailed separately to the PI or trip leader? Ideally, the new section would be added to the online form, but this process would take time and also incur a 	Pat, Sylvia and Katie P.		IP



6. NEW & OTHER BUSINESS					
		<p>high monetary cost. It is also unclear which form this new information would be built into.</p> <ul style="list-style-type: none"> • If the consent form was sent separately, the whole field work form process would not run as smoothly, but it would be cheaper. • Pat can check with Katie P. as to whether there are more funds available such that adding the new information to the online forms is even possible. • Pat and Sylvia will continue to discuss possibilities about how to deal with Vanessa's request. 			
		<p>-Autoclave training manual</p> <ul style="list-style-type: none"> • Zoology would like an autoclave training manual to be available to users (preferably similar to what is in place at the University of Regina). Safety and Risk Services were approached about this issue last year. They informed the LST that they were working to produce a campus-wide manual and that Zoology should hold off on writing their own. It is unclear whether they are still working on this manual. Someone needs to look into this. 	Mindy/Joanne Denny		IP

7. NEXT MEETING	
Date:	June 2020
Time:	10:00
Location:	Unknown

8. MEETING ADJOURNED	
Time:	10:17



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