



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: March 3rd, 2021

Time: 10am
Location: Zoom meeting: Accessed remotely

AGENDA:

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| <ol style="list-style-type: none">1. Roll Call2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none">• Monthly Incident List & Statistical Summary Report3. 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 Training5. Ongoing Business – Status of Action Items, Review of Previous Minutes6. New and Other Business7. Next Meeting8. 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chris Stinson	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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 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"/>
Jane Roskams		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 #	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 #)						
127165			<ul style="list-style-type: none"> - Incident: A graduate student was getting brine shrimp eggs out of a previously opened can with a sharp rim and cut themselves - Follow-up: Pat completed follow-up and spoke with the PI of the grad student about possible solutions - Solution: When a new can of brine shrimp eggs is opened, the eggs will be transferred over to and stored within a resealable plastic container to remove the risk of injury. This was only instigated for the particular lab in question. 	Pat		C

3. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>					
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
		<ul style="list-style-type: none"> - Joanne has been working with both Botany ad Zoology to put together a list of the safety training required for TAs of biology program courses. Currently this information is not available and there is not good record of the safety certificates of each TA as it relates to the requirements of the course that they teach. TA coordinators are responsible for coordinator different courses and connecting instructors to potential TAs. They do not have this information and it is assumed that TAs have the required training, but this is often not confirmed and there is no paper record of this. - The instructors of the courses are responsible for training their TAs as needed. All courses are different. Some lab courses might require training with biohazardous materials or chemicals while some field courses may require first aid training. - There is a concern that administrators (Katie P.) who act as a manager to all TAs will be held liable if TAs are not trained properly and an incident occurs. - However, no one really knows what each course might need in terms of safety training which is where the document Joanne’s is creating comes in. The main concern is courses with a lab or field component. Ultimately, the instructors of the courses must designate exactly what training is required - All TAs have the minimum safety courses that they must complete when joining the department (Bullying, Harassment, New worker, intro to lab safety, etc.). The autoclave safety course should be added to this list. This training is provided via workday. 	Joanne and Pat		IP



4. EDUCATION AND TRAINING

		<ul style="list-style-type: none">- The form that is used to confirm that students have completed the safety requirements for research (signed by both PI and student) can be adapted to the purpose to confirm TA safety training. Pat will send the latest version of this form to Joanne. In this case, the instructor of the course and the TA would be the two signing parties. This would make instructors responsible for following up with their TAs training. Sile would probably be involved with this process as well. Currently Edythe and Sile have info on the certificates possessed by grad student which can be incorporated into this system.- To determine the safety requirements of lab and field courses, it would be a good idea to create a list of all the safety course and then send it to the instructors of the courses. The instructors can then tick of the safety courses required for their course and send it back to use to combine into one big list. Start with the lab courses and then move onto the field courses. It will be helpful to talk to Vanessa and Sunita to identify courses of interest.- A concern is raised that many instructors are likely not up to date on their safety courses either (likely courses were completed many years ago and their certificates have expired). Instructors are required to have all the safety requirements of their course. This will be addressed separately in a discussion with the department heads.- Workday produces a report of everyone's safety certificates which may be useful in this endeavor.- Before next safety meeting, Joanne will tweak the form discussed above to suit the needs of the TA safety training issue. Keep in mind that this form will be shared with botany as they do not have a TA safety training program either. The safety committee will discuss the form next month with the intention of approving it as quickly as possible. It can be reviewed and adjusted more in the future.			
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4. EDUCATION AND TRAINING					
		LST and JOHSC online courses available			

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
		Lab Inspections coming soon.			

6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		<ul style="list-style-type: none"> Safety and risk services sent an email to be discussed in local safety committee’s meeting A. Safety and risk services is offering safety training online B. An alert was included regarding transportation of dangerous goods safety course <ul style="list-style-type: none"> Pat spoke to Wes and he will be taking the online course again. Otherwise, Wes is ready for inspection. A question was raised as to whether teaching lab technicians or other researchers within Biosciences or the 	Pat		IP



6. NEW & OTHER BUSINESS					
		<p>BRC need to take this course as individuals transport potentially dangerous chemicals from shipping and receiving to labs, between labs or from chemical stores.</p> <ul style="list-style-type: none"> - Pat will follow up with Safety and risk services to clarify - It should be noted that certificates for transport of dangerous goods via air must be renewed every two years and via ground, every three years. - Transportation of dangerous goods alert → Pat spoke to Wes → take online course again → otherwise he is ready for inspection → is this something teaching lab technicians should take → dangerous chemicals in building → Wes doesn't take to lab → do you need it if moving from shipping to teaching labs → is it applicable in new building → but is moving in BRC → Pat will follow up and ask → safety and risk management → does that include when we pick up from chemical storage which is a separate building → every two years for flight and three years for ground → good to know if need for grad students and technicians → ie going to chem stores - C. We will be experiencing a time change soon (spring forward). Please ensure people are well-rested before coming to work 			
		<ul style="list-style-type: none"> - The Zoology Safety committee now has co-chairs in addition to Pat: Joanne and Sylvia - The co-chairs are, at the moment, temporary - Co-chairs were created due to Pat very large workload over the last few months 	NA		C
		<ul style="list-style-type: none"> - Lab inspections will be held this year like in the next 4-6 weeks - Lab inspections are supposed to be held one a year, but were postponed indefinitely last year due to COVID 	Pat		IP



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- It should be noted that lab inspections are just part of a full building inspection that must take place this year. Representatives from botany have completed the building walkthrough. Zoology is responsible for inspecting zoology designated offices and buildings, the workshop, departmental vehicles and animal facilities (Doug's bird rooms, fish labs, etc.)- Nick and Pat will work on inspections in aquatics and bird facilities- Pat will craft an email directed to the department that provides individuals with the safety package that was sent to members of the safety committee and that lets people know that lab inspections will be happening soon and how to prepare for them.- Because the zoology department falls under two jurisdictions, we must send the results of our inspections (ie the minutes) to both Science and Animal Workers JOHSC.- Once Pat's email is crafted, he will send it along to the other members of the safety committee for approval- A question was raised whether teaching labs (which are mostly unoccupied currently) have to follow standard protocols regarding things like checking the eye wash station every month. It is suggested that note be made on the inspection form that these protocols were not done due to COVID. Research labs that have been open during the pandemic do have to abide by these protocols.			
		<ul style="list-style-type: none">- Previously, Joanne created an autoclave safety manual that was sent to Mindy, to administrators and to safety and risk services to be edited. It was also meant to be sent out to other members of the safety committee to view. This manual has			



6. NEW & OTHER BUSINESS					
		<p>not been sent to committee members yet, but will be shortly by Joanne.</p> <ul style="list-style-type: none"> - The manual is also available on the safety website for members of the zoology community to reference when technicians are not available. - The manual will be reviewed in its entirety when the safety meeting can meet in person again. - Autoclave safety training has been going well overall with Joanne providing training via zoom or sometimes in person. The requirement for all personnel to take the autoclave safety course has also been posted on the website and will be added to the form signed by all zoology workers to participate in research. The grad coordinator will also be asked to add this requirement to emails sent to new grad students. 			
		<ul style="list-style-type: none"> - Ellen (the graduate student representative) will be graduating in April. Therefore, a new student representative is needed - Ellen will talk to some of her contacts as well as post a message in the department-wide slack to try and find a replacement 	Ellen		IP

7. NEXT MEETING	
Date:	April 2021
Time:	10:00
Location:	Remote

8. MEETING ADJOURNED	
Time:	10:27



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