



Local Safety Team Meeting Minutes

Name of Team: Zoology LST

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

Date: May 5th, 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
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"/>
Chris Stinson	Biodiversity Research Centre	<input checked="" type="checkbox"/>	<input 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"/>
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 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 #	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 #)						
			None			

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			



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
		<ul style="list-style-type: none"> - Lab Inspections - Pat sent out email to department for lab inspections but department head said to reschedule. Research lab inspections postponed until further notice but teaching lab inspections can proceed. Joanne will team up with Mindy and find other TAs and technicians (Botany/Zoology) to help with inspections. 	Joanne/ Mindy		IP
		<ul style="list-style-type: none"> - UBC Safety - Joanne went over SRS email regarding ergonomics and that there’s a lot of useful information on the SRS website. - It is also emergency preparedness and mental health week. - Make sure people stay safe around wildlife. 	Joanne		C
		<ul style="list-style-type: none"> - Safety Training - Joanne sent an email out to LST regarding safety training course check list. Sylvia and Katie recommended to keep it short as PIs don’t want too many documents to read. Edythe mentioned that it may be in WorkDay where there may be something in place that will track down which safety courses a person has taken and when they need renewal. - Joanne mentioned that they don’t have that in place yet but SRS is planning for it. - Katie suggested that if we do decide on a simplified check list that we should also include all the information we have regarding how often courses need to be refreshed to meet up with WorksafeBC policy. 	Joanne		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<ul style="list-style-type: none"> - Autoclave Manual - 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. - 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. - Some people have given feedback but still waiting on a few others 	Joanne/ LST		IP

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

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



8. MEETING ADJOURNED	
Time:	10:45

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