



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: March 4, 2020

Time: 10am  
Location: Biological Sciences Bldg Room 4223

### AGENDA:

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| <ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents<ul style="list-style-type: none"><li>• Monthly Incident List &amp; Statistical Summary Report</li></ul></li><li>3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li></ol> | <ol style="list-style-type: none"><li>4. Review Education and Training</li><li>5. Ongoing Business – Status of Action Items, Review of Previous Minutes</li><li>6. New and Other Business</li><li>7. Next Meeting</li><li>8. Meeting Adjournment</li></ol> |
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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 (New member)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Gaede	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 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"> <li>Monthly Incident List &amp; 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></li> </ul>						
(* 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
126139			-Minor cut on hose clamp in BioSciences rm 2029	Pat		C



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<ul style="list-style-type: none"> <li>• Within this room there are several sea water taps. Each tap has a hose attached using a metal hose clamp and each hose clamp has a small piece of metal extending from it</li> <li>• An individual using a hose received a minor cut on their hand from one of the pieces of metal sticking out from a hose clamp. At the time of injury, the individual taped up their cut with electrical tape</li> <li>• Pat followed up with this report and dealt with the hazard by taping down the metal piece extending from each hose clamp to prevent further injury</li> </ul>			
126253			<p>-Slipping on ice and snow outside of BioSciences entrance</p> <ul style="list-style-type: none"> <li>• This incident occurred at the beginning of the term during January when snow and ice had accumulated on campus</li> <li>• A student slipped at the entrance of the BioSciences building near the fountain. Due to the fall, the student broke one of her ankles and sprained the other one. The student was transferred to UBC hospital via ambulance and then later to VGH once it was determined that her broken ankle would need surgery. They were sent home for the day and when they returned the next morning, VGH staff reported that the hospital did not have the resources to perform their surgery. The procedure was postponed and performed at Richmond General hospital. During recovery, the student was forced to move around campus using a scooter</li> <li>• When the snow returned in February, the student struggled to get around campus and fell off their scooter twice due to the ice. They could not use the</li> </ul>	All members		C



2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>accessibility shuttle because it was not running due to the weather</p> <ul style="list-style-type: none"> <li>To address this issue, we on the local safety team will be aware of the build-up of snow and ice around building and contact Building Ops to clear it when necessary. We will also encourage other members or the community to do the same.</li> </ul>			
126239			<p>Unsafe electrical equipment/working environment in Wesbrook</p> <ul style="list-style-type: none"> <li>In Wesbrook 17 it was reported that there was a total of sixteen boxes at chest height containing electrical equipment and live circuits. The breakers were switched off, but none of the circuits breaker boxes were locked out. As well, there were wires lying bare on the ground.</li> <li>Concern was raised that anyone who walked by these boxes could turn on the breakers and, as such, be electrocuted in these unsafe conditions</li> <li>In response to this concern, the wires were removed, and the circuits were locked.</li> <li>After speaking with the employee in attendance, it was also found that they were unaware that building ops must be contacted in order to shut down the electrical equipment and that other individuals should not touch them. This raises the issue of employees not knowing the correct procedures when dealing with this type of electrical equipment. To address this problem, a SOP for this situation will be written up and distributed.</li> <li>Katie P. and Pat will work on the draft for this.</li> </ul>	Katie P. and Pat		IP



**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>					
<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

**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 Update: <ul style="list-style-type: none"> <li>Inspections of research labs need to be done this year. Inspections are supposed to be done internally (within lab) once a month and</li> </ul>	Pat and Jane		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>externally (by us) once a year. Safety and Risk services conducted their own inspections of lab spaces and identified several deficiencies two years ago.</p> <ul style="list-style-type: none"> <li>• The different labs between the BRC and Biosciences need to be aware that lab inspections are coming up. Pat would like to approach our faculty representatives (Craig, Martin and Jane) about making an announcement regarding the upcoming inspections at the next Faculty meeting which is on March 18<sup>th</sup> or March 19<sup>th</sup>. Pat will craft an email to Vanessa who will pass it along to a faculty representative to announce at the faculty meeting. Upon further discussion, it is decided that this announcement will be postponed to the April meeting when Paul Nakagawa from Safety and Risk Services will be present as his presence will add pressure to safety related issues.</li> <li>• Following the announcement in the faculty meeting, Pat will also send out a package he created in the past regarding lab safety to all related research labs. The package includes information on things like emergency procedures, first aid, an eye wash station recording template, checklists and chemical inventory. It also details how often internal and external inspections need to happen. This package will accompany an email indicating that inspections will happen in one month.</li> <li>• A question was raised as to whether teaching labs will also be inspected. It was decided that because they are not yet completely set up, teaching labs will not be inspected this year.</li> <li>• Animal labs (such as the Altshuler lab and aquatics facilities) will need to be inspected and this information will need to be passed along to both Animal worker and Science joint occupational health safety committees. Pat is currently coordinating with Dre in the Altshuler lab regarding their inspection</li> </ul>			
		-Update regarding field work safety forms	Pat		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<ul style="list-style-type: none"> <li>As discussed earlier, these forms are being split into two forms: One for faculty research/graduate students and one for undergraduate students</li> <li>The graduate student forms are more detailed and require personal information. They are to be used for research and graduate field work. They are accessed through the zoology website.</li> <li>The undergraduate student forms are less detailed and require little personal information besides a name, students number, and course number. They are required for courses that have a field component.</li> <li>They are accessed as an assignment through Canvas. Each course will have its own specific form that is tailored to the risks and hazards associated with it. Each student then provides acknowledgement of these risks. The results from these assignments are stored as an excel spread sheet that can be sent to the required administrative bodies.</li> <li>Pat needs a list of all the undergraduate courses with field components so that he can talk to lecturers about the potential risks and hazards. He is still working on the rough template for the undergraduate form.</li> </ul>			
		<p>Lab coat washing update:</p> <ul style="list-style-type: none"> <li>Wes has given the okay that he is comfortable with managing the lab coat washing intake. Pat has created and intake form that labs must fill out when they drop off lab coats.</li> <li>Pat has also written a template for the email that he would send out around the department letting people know of this service. He has cleared email with Wes, but will send it around to the rest of the LST for their thoughts and comments. Likely this email will be sent out one month before pickup, a second email will be sent two weeks before pick-up indicating the day of pick-up and a third</li> </ul>	Pat and Mindy		IP



5. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
		<p>email will be sent out to remind labs of pick-up the week that it is happening</p> <ul style="list-style-type: none"> <li>A concern is raised as to whether Botany has been spoken to yet as we do not want Zoology taking on the financial burden of this service as has been the case in the past (ie Zoology pays for it and then Botany pays them back at a later date). Ideally, we would like to figure out a way for the bill to be split between Zoology and Botany labs from the beginning. Mindy will check with the service whether two invoices can be provided for an order: one for Zoology and one for Botany. As well, a department column will be added to the intake form. If two invoices cannot be provided than it may be possible to alternate which department pays for the cleaning.</li> </ul>			
		<p>-Update regarding floor wardens:</p> <ul style="list-style-type: none"> <li>Pat has been mapping out the floors in the new and old Biosciences wings. He has expressed concern that there are mostly labs on certain floors and, as such, floor warden may have to come from different floors. However, there are potentially offices on each floor that could supply a floor warden. He will talk to administrators about who to approach to be floor wardens.</li> </ul>	Pat		IP
		<p>-The glass waste drop-off program out of Biosciences is running well. All the glass waste from Coop and Wesbrook was brought over and disposed of. As of right now, glass waste pick-up is monthly. Mindy has requested that more glass waste bags be brought over by Safety and Risk Services with their next pick-up.</p>	Mindy		IP
		<p>-Mindy is getting more hazardous signs put up in BioSciences (eg for the invertebrates lab etc.)</p>	Mindy		IP





6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		<p>-Email Update received from UBC Safety and Risk Services. It included the following topics</p> <ol style="list-style-type: none"> <li>Covid-19 update: Information on the ongoing risks associated with the global spread of Covid-19. They direct the UBC community to access information on this topic via their website.</li> <li>Safety Day is on October 6<sup>th</sup>: They urge members of the local safety team to sign up as well as those affiliated to Safety and Risk Services</li> <li>Cairs statistics: A summary of the Cairns incidents from the past year is provided. It was found that there was an increase in Cairns reporting from the last year which is positive as more people are opting to use the service. As well, there was less time lost to medical treatments in the year 2019 compared to 2018. Finally, there were more incidents reported which reflects more people noticing issues and participating in a proactive safety culture.</li> <li>Day light savings: To adjust to the time change, Safety and Risk Services suggests that individuals go to bed earlier, complete hazardous tasks towards the middle of the week, give themselves extra time to perform tasks, take extra safety precautions, etc</li> <li>Inspections report: An inspections report is available on the Safety and Risk Services website</li> </ol>			C
		Microbiology Biohazard waste:			



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"><li>• The Bioimaging Centre has been complaining about a bad smell around their facility. This smell was traced back to the microbiology department who has been leaving their autoclaved biohazard waste in a hallway near the autoclave as was done previously in the Wesbrook building. Autoclaved waste must cool before it is transferred to a waste room, but, until such time, it does not smell particularly good. Following the complaint, the waste was transferred to another location to cool (underneath a staircase through a doorway). However, this is still an issue as waste is not allowed to be stored at this location either and can pose a safety risk. This point was confirmed by Mindy who emailed a representative of Safety and Risk Services regarding this issue (Janet???)</li><li>• Upon hearing this concern, a further issue was raised about where microbiology stores their waste once it cools. Currently microbiology is storing their waste in the botany/zoology waste rooms which are controlled by Wes. He has stated that as much as 80% of the waste in these rooms belongs to microbiology. This is not acceptable as it makes botany and zoology responsible for this waste and the quality of the waste.</li><li>• Microbiology needs to set up their own waste room or bins to store biohazardous material. As well, they should also obtain some sort of freezer that they can use to cool their waste so that it is not left in hallways or other public spaces where it poses a safety or environmental (smell) issue. We do not have space for their waste or new equipment (freezers) that they may need to process it in our facilities.</li></ul>	Katie P.		IP



6. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>Katie, Jessica and Allison will reach out to Janet (Risk services) and Sue (Microbiology) about addressing these concerns.</li> </ul>			

7. NEXT MEETING	
Date:	April 2020
Time:	10:00
Location:	Biological Sciences Bldg Room 4223

8. MEETING ADJOURNED	
Time:	10:45am

**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](mailto:safety.programs@riskmanagement.ubc.ca)