



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Mindy Chow, Sylvia Heredia

Date: Oct 4, 2022

Time: 11am  
Location: Zoom meeting: Accessed remotely

### AGENDA:

<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
Patrick Tamkee	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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"/>
Luvina Wan	Shipping and Receiving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	<b>Biological Sciences Building</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Stinson	<b>Biodiversity Research Centre</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Denny	<b>Biological Sciences Building</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nick Tochor	<b>Biological Sciences Building</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lydia Fong	<b>Biodiversity Research Centre</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gigi Lau	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Craig Berezowsky – to be removed for next meeting		<input type="checkbox"/>	<input type="checkbox"/>	
Chin Sun – to be removed for next meeting		<input type="checkbox"/>	<input type="checkbox"/>	



**2. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

See attached incident report:

- 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
#129569			Still waiting for update. Beaty Museum is going to take the remaining cats? Pat & Joanne: - Write-up of a SOP for Formaldehyde spill → Joanne sent an e-mail to see if they have an SOP.	Pat Joanne		IP
#129773			New CAIRS: Ice falling from ceiling from an AC unit Waiting for feedback on Building Ops (they are following up with Facility Manager Steve Carey) Warn everyone in the building about it			

**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.</i> <i>GI-Rix-17/09/13</i>		Lab Inspections  Follow-up from Pat’s e-mail about the joint safety committee wanting every			



	<p>room inspected:</p> <ul style="list-style-type: none"> <li>- Labs done, now waiting for the whole building. West &amp; South Wings (Katie will send the rm #s to Pat) &amp; BRC → Chris &amp; Jackie do all the public rooms and everyone else is supposed to assess their own office &amp; storage rooms &amp; mud rooms &amp; autoclave room</li> <li>- Joanne &amp; Mindy have the East &amp; North wings.</li> </ul> <p>IN PROGRESS:</p> <ul style="list-style-type: none"> <li>- 2022 Research Labs will be done in December (Pat)</li> </ul> <p>From Katie Pikor regarding slow response rates:</p> <ul style="list-style-type: none"> <li>- If there is no response in the FIRST week, send a follow-up. If there is not a response in the SECOND week, then send them to Vanessa and Katie Pikor.</li> </ul> <p>Previous meeting notes:</p> <ul style="list-style-type: none"> <li>- Pat got an e-mail from the joint safety committee that wants EVERYTHING inspected (any room that Zoology people come in and out of needs to be inspected): Classrooms, lecture halls, offices, rooms that tools and equipment are stored in (in the Biological Science Building)</li> <li>- If it isn't a lab, we need to know what room it falls under (offices &amp; open spaces, shops &amp; workshops, tools &amp; equipment rooms, lecture and teaching, etc.)</li> <li>- Pat will follow-up with Katie P. since she will have the layout for the keymap. Pat will also follow-up with joint safety committee to clarify if we don't have key access, do we still need to inspect it?</li> <li>- Brett will do the joint appointments of Botany and Zoology</li> </ul> <p>Office Inspections</p> <ul style="list-style-type: none"> <li>- Use of Master Key to check the office for those who are absent, but otherwise try to do it during office hours (a timeframe) – both BioSci &amp; BRC</li> </ul>	LST		In progress
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		<ul style="list-style-type: none"> <li>- Luvina, Sylvia, Gigi, Jackie, and Lydia can help with office inspections</li> <li>- Sylvia will coordinate with the volunteer team</li> <li>- Pat is sending an e-mail for the office inspection checklist</li> </ul> <p><a href="https://safetycommittees.ubc.ca/johsc/johsc-toolkits/">https://safetycommittees.ubc.ca/johsc/johsc-toolkits/</a></p> <p>West &amp; South Wings:</p> <ul style="list-style-type: none"> <li>- Which ones are Zoology/shared Zoology and what type of rooms.</li> </ul> <p>Slow response rates:</p> <ul style="list-style-type: none"> <li>- Chin will draft an e-mail to Vanessa to ask about the best way to handle the situation stated above so that we don't always have to loop in Vanessa in an e-mail every time, but also clarify what powers we have. (The draft e-mail will make its round in the LST).</li> </ul>			
		<p>Lab safety – Yellow Folders → Revisit in a few months → Still sidelined</p> <ul style="list-style-type: none"> <li>- Alison (Botany) can generate a report on Workday but it doesn't always have everything.</li> <li>- Gigi: Has all the forms → Gigi will get a sense of all the forms for this year, and will see if there is any benefit to this after some work with this. Will talk with Katie</li> <li>- No for Research labs</li> </ul>	Katie Pikor Gigi		In progress
	E.g. GI-TEF3-17/09/14				
	NOTE: These are the inspection numbers (GI- location- date of inspection)				

\* 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
		Previous Meeting Safety Day: October 4 <sup>th</sup> . Last day of registration is September 9 <sup>th</sup>  - 8am-3pm @ the NEST			



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
		Faculty Representative: - Katie has two names on the list (but will not give names just yet). The current two (Craig & Chin) are no longer going to be on future meetings	Katie P. Vanessa		IP
		Floor Wardens, Fire Drill, & Annual BERP report:  New BERP online now: No news without Joanne - There needs to be some changes to the name (Joanne) and will then send out an e-mail - Any new changes that Joanne has → Send to Pat and he will update it on the website. - Microbiology – will do their own thing  Annual Fire drill: Katie Pikor → No news is good news!  Mobility Impairment: - Sunita checked with Brett - up to course instructor - case by case - for mobility issue. - Especially for BioSci no longer a place of refuge. - If instructor is not present that day (e.g. sick) → Gigi will double check that question with Brett  IN PROGRESS: - Floor Warden Refresher & Training and Safety (Pat & Sylvia)	Pat Joanne Katie P. Mindy Botany Gigi		IP



		<ul style="list-style-type: none"> <li>- They need to know that they have training, it's a good idea to communicate to the floor wardens when training and refreshers are up (it is part of being a Floor Warden)</li> <li>- Keep the communication through e-mail (either once a month or every couple of months)</li> </ul>			
		<p>Autoclave Waste Disposal:</p> <ul style="list-style-type: none"> <li>- Microbio is using throwing their waste at botany and zoology shipping and receiving</li> <li>- Luvina - email with Katie about Microbio about how much they're dropping off and Katie will talk with Microbio (include Jessica Trat)</li> <li>- Website: Pickup Day need to be changed to Thursday --&gt; <a href="https://zoology.ubc.ca/resources/safety/waste-management">https://zoology.ubc.ca/resources/safety/waste-management</a></li> </ul> <p>Previous Meeting:</p> <ul style="list-style-type: none"> <li>- Luvina has updated the new recommendations!</li> <li>- Sylvia – can you put the link for autoclave waste to link to Shipping and Receiving.</li> <li>- Recommendations include: Double bag with an unautoclave-bag. Don't bring down when it's hot. Pick-up is now done on Thursday.</li> <li>- No need for bigger freezer – but they're quite old and probably not very efficient. → Microbio is using our area for their waste, they haven't been putting the autoclave waste outside the freezer</li> <li>- Luvina will keep an eye out on how busy the waste disposal gets.</li> </ul>	<p>Sylvia Joanne Luvina Katie P. Jessica Trat</p>		IP
		<p>SEND A when2meet for NEW MEETING TIME. It'll always be on the first day of the meet (include Chin). → <b>DONE</b></p> <p>Ask for a preference for in-person/remote/hybrid as part of this e-mail</p> <p><a href="https://www.when2meet.com/?16713869-hTyPZ">https://www.when2meet.com/?16713869-hTyPZ</a></p>	<p>Mindy</p>		C





		<p>IN PROGRESS:</p> <ul style="list-style-type: none"> <li>- Luvina will give verbal reminder when people pick up vehicles: “You are representing your department when you are driving these vehicles”</li> </ul> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>- Put a reminder on the dash of the vehicles and on the keys</li> <li>- Stickers?</li> <li>- Put it on the form that the drivers have to bring with them when they initially come to pick up the vehicle.</li> <li>- An e-mail was sent to Andy regarding this and he asked to forward the question to Katie P. (we have discussed it with Katie P. in this meeting).</li> </ul> <p>Previous Meeting:</p> <ul style="list-style-type: none"> <li>- Vehicle Forms → include “That you represent the department when you are driving the department’s vehicle”</li> <li>- From Botany: Complaints about how folks are driving Botany vehicles on the Islands (calls from Victoria).</li> <li>- They are going to put notices in the vehicles to practice safe driving when using the Botany vehicles.</li> </ul> <p>For Zoology: Include on the form &amp; website: That you represent the department when you are driving the department’s vehicle.</p>	<p>Sylvia Luvina</p>	<p>IP</p>
		<p>IN PROGRESS: → <b>Did not address for this meeting</b></p> <p>Edythe’s Retirement:</p> <ul style="list-style-type: none"> <li>- No replacement for Edythe for LST (Katie Pikor will take care of Floor Warden for 4<sup>th</sup> floor for now).</li> </ul>	<p>LST</p>	<p>IP</p>



	<ul style="list-style-type: none"> <li>- Will need to remove Edythe's name from websites and BERP. → Mostly done but keep at it in case you see it!</li> <li>- Safety forms: Katie P. can technically see everyone's safety training certificates (even though it is a bit of work for her).</li> <li>- Supervisors have to send Luvina any certificates for their students/workers that aren't part of the mandatory training</li> <li>- Is there a way to get Luvina to be able to see certificate PDFs from all the completed training (an access issue?)</li> <li>- Gigi will ask Alison what the Workday reports look like</li> </ul> <p>Key Liaison Officer is currently <b>Luvina Wan</b></p> <ul style="list-style-type: none"> <li>- A specific e-mail for key access</li> <li>- Keep the e-mail on the website (although, at the moment, the e-mail looks like spam so will have to do that after)</li> </ul>			
	<p>IN PROGRESS:</p> <p>SRS will not take peroxide forming chemicals if they exceed &gt; 30ppm (explosive).</p> <ul style="list-style-type: none"> <li>- Therefore, the department will have to call someone in to dispose of them (will cost more).</li> <li>- We have peroxide chemical testing sticks that expire in October. Can maybe put the peroxide forming chemicals (e.g. isopropanyl) in the safety e-mail.</li> <li>- Mindy will buy some new testing sticks – can put a reminder in the safety e-mail</li> </ul>	Mindy Sylvia		IP
	<p>First Aid Kits: IN PROGRESS</p> <p>We can contact campus security for minor injuries, and they will call in first responders. You can offer First Aid but they can refuse it (or otherwise can be sued if something goes wrong).</p> <ul style="list-style-type: none"> <li>- "Help Yourself" Kit (Botany Labels)</li> </ul>	Joanne Gigi		IP



		<ul style="list-style-type: none"><li>- Good Samaritan First Aid Kit (BRC followed Michael Smiths Lab)</li></ul> To Do → Zoology: Follow the labelling of Botany to keep it consistent with shared labs.			
		Website: → To do for next meeting <ul style="list-style-type: none"><li>- Needs a bit of rework because this are hard to find</li><li>- A separate meeting in person to work on this</li></ul>	Sylvia LST		IP
		Alternate Chair for LST to replace Joanne → <b>DONE</b> <ul style="list-style-type: none"><li>- Pat &amp; Gigi &amp; Sylvia (if shared responsibilities)</li><li>- Joanne is good during the summer but very busy during the school term</li></ul>	LST		C



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>Undergraduate Courses (Gigi) Field Trip Safety – consulted with JOSCH and Botany:</p> <ul style="list-style-type: none"> <li>- Try to house it on the Zoology website as well and rename it to "Biology" Field safety rather than "Botany" field safety</li> <li>- Two things for undergrad course going on a trip – Field Trip Safety Plan &amp; Participation Form</li> </ul> <p>Field Trip Safety Plan:</p> <ul style="list-style-type: none"> <li>- If it's only been revamped – Sunita reviews it</li> <li>- If it's brand new, we get a second reviewer</li> </ul> <p>Participate Form - a qualtrics template and the students have to sign it before they go</p> <ul style="list-style-type: none"> <li>- Private info &amp; Security --&gt; A lot of questions to ask but they don't have to share the info</li> <li>- Student name but no phone number or e-mail, but we do also have an optional emergency contact info</li> <li>- And optional info about allergies, epipen and if that will be on their persons</li> <li>- And acknowledgement about the risks associated with the trip</li> <li>- Consult with Kate Blackburn from JOSCH &amp; with IOF because they updated their forms</li> </ul>	Gigi		IP



		<p>Issues in ventilation of admin office (there is no ventilation)</p> <ul style="list-style-type: none"> <li>- Bruce has installed a portable AC for Katie P. and Olga office</li> <li>- Building Ops know about this but will not redesign</li> <li>- Katie P. talked with Paul, and will escalate to WBC</li> </ul> <p>Chris will bring it up with JOSCH</p>	<p>Katie P. Chris</p>		<p>IP</p>
		<p>BRC is going to start moving some people around</p> <ul style="list-style-type: none"> <li>- Likely to occur in the spring, Katie B. will provide a list of names to Katie P. when the time comes</li> </ul>	<p>Katie B. Katie P.</p>		<p>IP</p>

7. NEXT MEETING	
Date:	November 1, 2022
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:35

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)