



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Apr 04, 2023

Time: 11am  
Location: Zoom meeting: Accessed remotely

### 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
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jackie Carpio	Biological Sciences Building	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lydia Fong	Biodiversity Research Centre	<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"/>
Aaron KS (Grad Student Representative)	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linley Sherin (backup Grad Student Representative)	Biodiversity Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		
Faculty Representatives	Work Location	Present	Regrets	Absent
Wayne Maddison	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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			Instructor still needs to complete chemical safety course. Pat is working on finalizing SOP for chemical spill cleanup. <ul style="list-style-type: none"> <li>- Sent an e-mail to Paul (SRS) to clarify the rule of "chemical spills &gt; 1L: call 911 and notify SRS"</li> <li>- E.g. if &gt;1L of very diluted ethanol and the instructor is comfortable with cleaning the spill, do we still need to call 911?</li> </ul>	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.</i> GI-Rix-17/09/13		<b>IN PROGRESS:</b>  <b>Lab safety:</b> <ul style="list-style-type: none"> <li>- Most follow-ups have been completed</li> <li>- A few labs in BRC have yet to finish their corrective actions. After third reminder from Pat and if no response, will involve the</li> </ul>	LST Joanne Pat		IP



		<p>department head</p> <p><b>Accessory Rooms:</b></p> <ul style="list-style-type: none"> <li>- Pat is still working on it</li> <li>- These include rooms such as the autoclave room and mudrooms (there is an excel file for these rooms in the North and East wing)</li> <li>- <b>Before next inspection:</b> Have a discussion with Botany LST to decide how we should be inspecting these rooms (and teaching labs): e.g. who will check the eyewash stations in the autoclave rooms? → Botany has yet to have an LST meeting so next time they have one, Joanne will bring this up.</li> </ul> <p><b>COMPLETED:</b></p> <ul style="list-style-type: none"> <li>- Bird room with Nick and Pat: Complete!</li> </ul>			
		<p>Lab safety – Yellow Folders (in Botany) → Keep in backburner (for a while!)</p> <ul style="list-style-type: none"> <li>- No need for Research labs</li> <li>- Gigi is still working on this for Teaching Labs</li> </ul>	Katie Pikor Gigi		IP
	<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
		<p><b>New BERP:</b></p> <ul style="list-style-type: none"> <li>- Joanne has updated!</li> <li>- Waiting to hear back from Katie P. if she is comfortable with being the alternative building emergency person from Jessica Trat.</li> </ul>	Joanne		IP
		<p><b>Accessibility and Safety:</b> No change from last meeting – will be dealt with over the summer</p> <ul style="list-style-type: none"> <li>- Decided that it's the students responsibility to tell instructors about accessibility.</li> <li>- Reached out to SRS – the worksheet was the same one given back to Gigi – Gigi is going to work on the worksheet over the summer to try and guide for different types of rooms (lab vs. tutorial vs. lecturer)</li> <li>- During Lab safety → we need to mention to all instructors that during safety that instructors need to have this conversation to students “if you have any accessibility/safety needs outside this lab safety, please tell me”</li> <li>- A document about safety needs to be given to instructors (including old instructors) → Gigi is working with Tammy now and will reach out to Botany and and Zoology LST when ready</li> </ul>	Gigi		IP
		<p>Issues in ventilation of admin office (there is no ventilation). No updated without Katie P., but likely still in progress</p> <ul style="list-style-type: none"> <li>- Update: Katie P. followed up with JOSCH and came in to visit</li> <li>- Waiting for JOSCH to come back to Katie P. with a response</li> </ul>	Katie P.		IP



		- If there is another bad heatwave, will work remotely.			
		<b>Decommissioning BioSci Rm 4013/4015</b> <ul style="list-style-type: none"><li>- Joanne and Mindy are working to decommission the room as it was moved out of</li><li>- Joanne has printed out the forms and everything is checked off</li><li>- Remaining electrical equipment still needs to be moved to E-waste and the papers will then be signed off</li></ul>	Joanne Mindy		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><b>Gigi and Joanne spoke to Sharlene (SRS) about BioSafety Permits:</b></p> <ul style="list-style-type: none"> <li>- Do teaching labs require biosafety permits?</li> <li>- If there is preserved specimens and dead/non-living tissues, they're not very concerned. BUT very case-specific: are organisms local? How were they brought in? Are they being used? What genes are being modified? → Best to just book a meeting with Charlene to ask</li> <li>- Therefore, there's unlikely a blanket-permit for every lab, so either the instructor or lab-coordinator will be the one who requires the biosafety permit</li> <li>- Mindy e-mailed Fred Woo (Animal Care Committee) – only need Bio permits for <i>C. elegans</i> (Mindy has this sorted) and <i>Drosophila</i> (Joanne will check with Fred Woo for confirmation about why)</li> </ul>	LST (Teach Labs)		C
		<p><b>Undergrads are not being very careful with PPE</b></p> <ul style="list-style-type: none"> <li>- They will wear gloves touching door handles</li> <li>- In the fall: Gigi will e-mail lab instructors vs. lecturers to remind students about not wearing gloves outside of labs: Why you're wearing PPE (reasons you should be taking your gloves off)</li> <li>- PPE belongs in the lab and not in the hallways</li> <li>- A reminder on lab doors about removing PPE before you leave the lab ("no gloves in the hallway"/ "gloves off and</li> </ul>	Gigi Joanne		IP (for Fall)





		<p>wash your hands before you leave”)</p> <ul style="list-style-type: none"> <li>- Can put signs by the ice machine to say “no gloves”, but more pressure should be put on instructors to push for lab safety.</li> <li>- Gigi will send an e-mail to Microbio and BioChem to remind them to remind their students as well</li> </ul>			
		<p><b>Mary had a question regarding First Aid Training:</b></p> <ul style="list-style-type: none"> <li>- First aid training is not provided through the department</li> <li>- If the first aid is required for fieldwork, it is on the supervisor to pay and provide the first aid training</li> </ul>	Sylvia		C

7. NEXT MEETING	
Date:	May 2, 2023
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED	
Time:	11:32

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)