



## Local Safety Team Meeting Minutes

Name of Team: Zoology LST

Chair(s): Patrick Tamkee

Date: Aug, 06, 2024

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"/>
Mindy Chow	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"/>
Gigi Lau	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Aaron KS	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnathan Affleck (Workshop)	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeremy Rushton (Shipping and Receiving)	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Anne Burrows	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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Bob Shadwick	Biological Sciences Building	<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
#132054		November 7 <sup>th</sup> , 2023	Getting reflective vests, what does safety and risk services recommend?  Patrick to follow up with safety and risk services. Gigi has developed an SOP (about dealing with members of the public) with feedback from SRS. Plans to have it built into the field safety plan for both teaching and research. Sylvia- safety vests for research and education go ahead to order? Paid for by Zoology department or Biology department? Gigi- "Biology vests" will be split between Botany and Zoology Joanne- if Zoology buys 10 vests etc. where would they reside? Sign in/Sign out etc. Patrick will talk to Jeff- supervisor's responsibility if the researchers need vests. Joanne- vests for department employees separate from research labs. Gigi- approved for 9 vests (3s, 3m, 3L) see what the demand is.	Gigi Pat Jeff		IP
#134738		August 6 <sup>th</sup> , 2024	Grad student field work. Researcher bumped their head. Time loss due to injury. Prior concussion symptoms. Supervisor followed up with researcher and modified duties/rest. Repetitive gradual onset injury. Occurred during field work. Supervisor not aware of prior conditions of head injuries. Comes down to hazard assessment to be aware of. Use PPE if necessary (Hard hat). Participant form asks to indicate possible medical records or information to disclose that would be of useful knowledge in the field. Accessible to the supervisor. Holly-Anne: It's a participant form. Sylvia- any person in the field should fill it out.	Pat		IP
#134779		August 6 <sup>th</sup> , 2024	UBC paid individual injury, repetitive gradual onset injury. Muscle strain in their arm. Spoken to the person who was affected. Finding another tool to do the work for the individual, or breaks need to be taken. Patrick- hasn't completed the full follow up yet.	Pat		IP



#134899		August 6 <sup>th</sup> , 2024	Motor vehicle accident while completing field work. Patrick has not been able to complete follow up yet. More information to come (came in Aug 6 <sup>th</sup> , 2024).	Pat		IP
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**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>Safety Inspections</i>		Still working on research labs and classrooms in Biodiversity building and Biological Sciences Building. Pat- Inspected lecture rooms and meeting rooms in BioSciences. Pat- Will need to inspect BRC research labs next. Pat- Teaching labs still in progress for inspection.	Pat		IP

\* *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
		SRS has LST and JOSCH training available on their website  - It's free! - Including the Local Safety Team Training	LST		






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
BERP		<p>Joanne- Botany met left last week with updated BERP with all the changes. Haven't had a chance to read through the changes to see what Zoology actually needs to change.</p> <p>Patrick- Forward floor warden list to Jessica Trat and Katie P to have fill in the missing wardens. Also contacted SRS to see if we need a secondary floor warden or if 1 is enough. Waiting for SRS as it will determine if admins will find a secondary or not.</p> <p>Joanne and Christopher- BERP discussion meeting last week and revamp is going to take a while. Highlighted issues. Probably taking over a year.</p> <p>Patrick- who is going to start working on BERP? Can't use the same as last year etc.</p> <p>Patrick- updated floor wardens from Holly-Anne and Jeremy. Some responses missing.</p> <p>Joanne- Annual fire drill? Patrick- usually its updating the BERP first for the floor wardens, then the fire drill afterwards.</p>	Joanne Holly- Anne		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
		Sylvia- own experience. 2-3 weeks ago fire alarm in BioSci. Map of meeting places, where are they? Wondering if there is a way to put the meeting place information close to the doors? Close to the exit doors. Patrick- print up more of the maps to put on the entrance/exit doors of the ground floor. Patrick can get the file from the website and ask Derenna to print out a bunch of colour copies to laminate and put on the doors. Sylvia- can print the file for you. Patrick and Sylvia.	Pat		IP
		Sylvia- on Friday coffee and donuts and ponderosa. Ponderosa flooded. Terrible venue for coffee and donuts. Could be changed. Way to communicate it? Patrick- only other way to find out is if somebody from ponderosa told us. Joanne- is there a building person for Ponderosa? Nobody in administration knew of the flooding beforehand?			
		Jeremy's last LST meeting.			

**7. NEXT MEETING**

Date:	September 3 2024
Time:	11:00
Location:	Zoom



## 8. MEETING ADJOURNED

Time:	11:48
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### 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)