



Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Patrick Tamkee
Date:	May 6 th , 2025	Time:	11am
		Location:	Zoom meeting: Accessed remotely

AGENDA:

1. Roll Call	4. Review Education and Training
2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none">Monthly Incident List & Statistical Summary Report	5. Ongoing Business – Status of Action Items, Review of Previous Minutes
3. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	6. New and Other Business
	7. Next Meeting
	8. Meeting Adjournment



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 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"/>
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 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"/>
Shuang Liu	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel Lee (FSIAP)	Biological Sciences Building	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>
Faculty Representatives	Work Location	Present	Regrets	Absent
Bob Shadwick	Biological Sciences Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Jill Jankowski	Biological Sciences Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chin Sun (Teaching)	Biological Sciences Building	<input checked="" type="checkbox"/>	<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
136955		April 8th, 2025	Chemicals leaking through the ceiling into office. Unknown chemical. One of the refrigeration pipes in the rooftop had sprung a leak. Fire department was called in. Still being dealt with. Steve Carry. Follow up needed.	Steve Carry.	Pending	IP
136936		April 3rd, 2025	Researcher working with preserved samples. Researcher normally working in a specific area when using these preserved samples had to work around another person using the same area. Sharing fume hood. Combined use of fume hood with multiple people resulted in formalin getting into a researchers eye. Follow up between researcher and supervisor to build a SOP on how to minimize incidents. Wear eye protection at all times. Have a timing set aside to work around each other when using a designated area (Fume hood).	Supervisor.		C

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
2025 Safety inspections		May 6 th , 2025: Still in progress. Fire drill coming up in May. No word from Katie or Jessica as to exactly when. Nothing from botany (no meeting recently).	Pat/Brett		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 <ul style="list-style-type: none">- It's free!- Including the Local Safety Team Training- Can be found on the SRS website	LST		
		New mandatory training course for all faculty and staff, and anyone being paid by UBC: "Preventing and Responding to Sexual Misconduct" <ul style="list-style-type: none">- Accessible through Workplace Learning (WPL)- Deadline of Feb 28, 2025- Redone every 3 years	LST		
		Optional office ergonomics team participation and training available through UBC ergonomics team			
		Safety Day: Oct 8 th , 2025; conference for safety related things, registration is open and free.			



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>- BERP Completed. Waiting for fire drill.</p> <p>April 1st, 2025: BERP on website, waiting for department heads to book a fire drill; currently scheduled for May 2025.</p>	Joanne/ Patrick		IP
Wet lab in BRC with mold		<p>Department head, administrator, facility manager, researcher and Patrick met to discuss the flood table room. Work is in progress to have the equipment cleaned, and the walls and receptacles repaired and replaced. Now working with Building Ops and trades to repair lab before we can rebuild flood table system.</p> <p>May 6th, 2025: Still working on it.</p>	Katie Beall		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>Zoology Admin Offices assessed by Abigail Overduin from Workplace Health Services about the lighting in the offices. Office workers expressed concerns that the lighting was too bright and therefore had to work with the lights off most of the time.</p> <p>May 6th, 2025: Still in progress. Pat with follow up with Katie. Funding issues.</p>	Pat Katie Pikor		IP
		<p>Mindy- cleaning all the biological waste bins in shipping and receiving? Pat- zoology/botany biosciences doesn't have a ship-rec person monitoring the hazardous waste area. Sign out procedure for hazardous waste (compressed gas, biological samples) = admin office keys from Gurpreet to unlock the doors. Have to sign out to get the keys.</p> <p>Mindy- Bags to line the bins plastic bags. Pat- did clean out the bins. Not sure about the bag linings. Who replaces the linings on a regular basis?</p> <p>Pat- picked up a new rack for drop off of chemical waste samples.</p> <p>Mindy- there is a roll of bags right outside the room.</p> <p>Joanne- we implemented a way for people to keep stuff in their labs. Double bag items to prevent leaking. How does microbiology do it? Pat- Bang suggested double bags.</p> <p>Mindy- micro bio HOT waste to prevent smells. Joanne-</p>	Katie Pat	May 2025	IP



		<p>Train allowing hot materials to cool first and then double bag it to bring it down. Is microbiology following similar procedures or now?</p> <p>Joanne- Pat should talk to micro bio about disposal of hot waste to prevent leaks.</p> <p>Hazardous waste room is ALSO for microbiology, not just zoology and botany.</p> <p>Joanne- Mindy can we talk to John and ask microbio what they are doing?</p> <p>Sylvia- Protective gear? Pat- autoclaved stuff is safe.</p> <p>Chin- do we know who to talk to in micro bio for this issue? Preventative issue.</p> <p>Mindy- Should be John</p> <p>Holly- Flagged for Katie?</p> <p>Gigi- is there any way to keep micro bio stuff separate?</p> <p>Mindy – They do not have fume hoods near autoclaves and no ventilation present.</p>			

7. NEXT MEETING

Date:	June, 2025
Time:	11:00
Location:	Zoom



8. MEETING ADJOURNED

Time:	11:30
-------	-------

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