



Local Safety Team Meeting Minutes

Name of Team:	Zoology LST	Chair(s):	Patrick Tamkee
Date:	June 3 rd , 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		
Employer Representatives	Work Location	Present	Regrets	Absent
Katie Pikor	Biological Sciences Building	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katie Beall	Biodiversity Research Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	<p>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.</p> <p>June 3rd, 2025: Follow up CARIS Report by mechanics. Pat: Does the supervisor also needs to do a CARIS report? Still waiting for response from SRS.</p> <ul style="list-style-type: none">Root cause of the incident was the removal of fluid (Glycol) from coils to storage tanks caused a leak.Chemical storage pails need to be labelled.Painters to seal the floor around penetrations to prevent any spills from making their way down to the floor below. <p>Joanne and Mindy could smell something in the 4th floor stairwell coming from the rooftop HVAC system possibly? In late May. Smell gone the next day. Joanne contacted Jessica to phone building ops.</p>	Steve Carry. Pat.	Pending	IP
137152		June 3 rd , 2025	<p>Incident in the field. SCUBA diving training. No injuries. Some of the students were swimming in area with current, pulled away by current but instructor was able to control the situation.</p>			



			Instructor put it as a “near miss” during their navigation exercise. Surfaced two times, drifted two times. Instructor told students to exit the water away from their planned end point due to the current issues. Only 1 instructor who was required to stay on the surface. Need to have an extra surface support attendant so the instructor can be in the water with the students.			

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)



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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		



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> <p>Fire Drill being reevaluated for mid-August. After the last exam August 16th, 2025.</p> <p>Joanne- trying to coordinate with Botany to make sure August 16th, is a GO.</p>	Joanne/ Patrick Jessica (Botany)		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>June 3rd, 2025: Still working on it.</p>	Katie Beall		IP

6. NEW & OTHER BUSINESS					
<ul style="list-style-type: none">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>	Pat Katie Pikor		IP



		June 3 rd , 2025: Still in progress. Pat with follow up with Katie. Funding issues.			
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7. NEXT MEETING

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

8. MEETING ADJOURNED

Time:	11:25
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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