

THE UNIVERSITY OF BRITISH COLUMBIA
DEPARTMENT OF EARTH, OCEAN and ATMOSPHERIC SCIENCES

EOAS/ESB LOCAL SAFETY TEAM
MEETING MINUTES

Tuesday, December 14th, 2021

Zoom Room
9:00am – 10:00am

Present: Raymond Andersen (Chair), Alice Chang (PCIGR), Anne-Martine Doucet (Graduate Student Representative), Brian Hunt, Bethany Ladd, Emma Liu (secretary), Rozalia Mate (PIMS), Tim Morgan, Peggy Ng (Statistics), Matthijs Smit

Regrets: Kate Blackburn (Dean's Office), Kevin Lin (Data Science)

Action Items:

- **Meeting called to order:** 9:01 AM

Adoption of previous Safety Committee Meeting Minutes:

Approved: Brian Hunt

Seconded: Raymond Anderson

1. ACCIDENT/INCIDENT REPORTS: N/A

2. ITEMS ARISING FROM THE MINUTES:

- examples of completed field work plans
 - BH has provided a small boat example, MS will provide a geology one. Anyone who has a good example is welcome to submit for reference.

3. NEW BUSINESS:

- Review lab and office inspection forms and discuss any suggested remedies
 - TM mentioned that the inspection reports have to be approved by the Safety Committee, then the chair will notify PIs about their individual deficiency, and the target date may need to modify depending on the time frame. The committee can go through the one that members have concerns with, and discuss specific issue that people disagree with.
 - AC added that the Faculty of Forestry used to add photos into the reports, as sometimes with the time delayed, the action has been corrected, and when PI gets the reports and passes to student, they may not know which is needed to be corrected. A photo would be helpful to remind them why we flagged it. RA seconded that this could be done next time.
 - RA will send out the notice once the reports are approved by the committee. People who did the initial inspections will have to go back to check if they have taken corrected action.
 - EOSM, ESB, EOSS, Statistics, Dean's office, PIMS: **all approved**
- Review Bethany's FAQs document
 1. Q: *My field work is being conducted through another university. Do I still need to complete EOAS paperwork?*
 - MS suggested that we can have a light version of the form if another university has their own form to fill out. RA agreed that we need to have a minimum format of form so that the Committee can have basic information of the trips.
 - TM added that anyone who is going to another country has to get approval from Go Global to begin

with. In terms of internal process, it will depend on whether the PIs are going by themselves to another country or they have done process with another institution.

- RA concluded that this question maybe not ready to put in the webpage, there is still some work to do to come to a conclusion. However, BL thought that people may still ask about similar questions, we can put “contact the Local Safety Committee” while we drafting a document for this question.
- BH questioned that we need to aware that different universities have their own procedures, and what does UBC need in terms of liabilities, student coverage is unclear. TM advised that UBC will at least require a review of what the other institution was doing. BL added that SRS has indicated that they are working on an approach, but there is not a one for now.
- MS thought there should a form for UBC as well, and attached it with the form submitted to the other institution for the Safety Committee to make sure they follow UBC’s safety protocol.
- RA will talk to TM and MS and draft a document including some initial suggestions and circulate to the team.

2. *Q: I conduct field work regularly at the same sites involving the same activities. Do I need to submit safety forms every time?*

- BH explained that we have gone through this before, which we basically asked PIs to update dates, participants and any amendments, there is no need to redo the whole form.

➤ Review Brian's example of small boat field work plan form

- BH thought the new combined form does not have a category to fill in and the examples help people to have an idea what they are looking for.
- BH suggested that we can put up a list of potential hazard, which are separate from the form and can help people think about all the potentials.
- BL added that MS and she has created a field work manual, she will circulate to the committee to get some feedback from everyone.

➤ Bethany’s updated combined safety plan form and guidance: everyone agreed to upload them to the webpage

➤ Rock saw safety training

- AMD indicated that a lot of students have questions about who will be responsible for rock saw safety training and provide PPE for rock salt.
- TM explained that faculty supervisor should be responsible for the trainings, students can go to the PI to arrange for a training. PPE is also designated by faculty supervisor depending on which machine they are using.

➤ Plan messaging to department about the need to file work plans for teaching and research field trips 2 weeks in advance of trip

- RA will circulate an email to the committee and get feedback to make sure we capture what committee would like to emphasize in terms of timing of submitting plans and talk to Philippe to see if he has any suggestions.
- RA wondered if there is any enforcement that we can conduct regarding the consequence of not getting a signed form on time, TM indicated that we need to do more education to let people aware of our policy.
- TM added the consequences could end up with the PI or team leader if they couldn’t get department approval on time. It will only become an issue if there is any consequence like anyone was killed or injured. It will go back to the individual to determine whether there is any appropriate process or reasonable precaution is taken even they didn’t get approval from department.
- MS suggested that Philippe should send out the email rather than the committee since the consequence will fall into the Head.
- BH added that maybe we can send out a brief Safety Committee updates every other three months to remind people of such policies.

➤ Reminder: The chair of JOHSC will join our next meeting in January 2022.

Meeting Adjourned: 9:49am

Next Safety Team Meeting:

- **EOAS: Tuesday, February 8, 2022 at 1:30 PM.**
- **Dean's office, Stats, PIMS: Wednesday, February 9, 2022 at 11:00 AM.**