

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

**EOAS/ESB LOCAL SAFETY TEAM
MEETING MINUTES**

Tuesday, February 9th, 2021

**Zoom Room
9:00am – 10:00am**

Present: Roger Beckie (Chair), Kate Blackburn (Dean's Office), Anne-Martine Doucet (Graduate Student Representative), Denise Feighan (PIMS), Brian Hunt, Bethany Ladd, Tim Morgan, Kimberly Tietjen (Secretary), Peggy Ng (Statistics), Kevin Lin (Data Science), Marc Bustin

Regrets:

Action Items:

- **Meeting called to order:** 9:03 AM

Adoption of previous Safety Committee Meeting Minutes:

Approved: Brian Hunt

Seconded: Denise Feighan, Bethany Ladd

1. ACCIDENT/INCIDENT REPORTS:

- N/A

2. ITEMS ARISING FROM THE MINUTES:

- Process for Review and Approval of Fieldwork: Review of Document Drafts
 - BL presented the documents prepared as drafts for fieldwork requests (available on the OwnCloud). The Training Resources lists various safety training courses and resources that have been vetted. She and A-MD would like to speak with BH offline to find out what resources he has available. A-MD mentioned that the list of resources would be used as a way to help people think of ways they can reduce their risk in the field.
 - BL introduced a draft of the flowchart for the new field safety approval process.
 - TM noted that under COVID procedures, there has to be an additional stop after the Head's approval to get approval from the Dean.
 - TM clarified that the COVID safety plan is an overarching that adds another layer to the entire fieldwork request process; the instructions from the health authority of the region the fieldwork is going to occur in has to be incorporated. BL suggested perhaps including an inset COVID safety plan flowchart, and that that could change at any time during the pandemic according to new requirements.
 - RB liked that the training resources come before the paperwork in the flowchart.
 - A-MD is hoping to boil all the paperwork down to two main documents: the trip plan, and the field safety document. TM recommended that a check-in/check-out procedure be included in the trip plan document. BL confirmed that is already included.
 - A-MD introduced the Boat Safety field safety document. BH explained that this follows roughly the same procedure as what the flow chart proposes: it lists everything that is required, and is followed by the sail plan and then the risk assessment.

- TM commented that there could be “hybrid” research situations such as a dinghy on a tailings pond, where there are different aspects of research being conducted. KL suggested having a common online form with different triggers based on land/water/etc that will determine which fields to fill out or which sections to read.
- BL introduced the field safety form draft (Communication and Emergency Response Plan) that will be standard across the field research types, created using proposed documents from previous year, as well as industry safety plans. This draft is largely based on documents she already had prepared for the groups she works with.
- RB suggested possibly stress-testing the paperwork with groups that are particularly active in the field to see what their feedback would be.
- BH commented that often while they make boat safety plans, they never plan for safety on land when they stay at places such as Banfield. The Communication Safety form could be beneficial to have for when they are on land.
- A-MD commented that having these resources applicable department-wide seems like a very good idea. A-MD added that the Risk Assessment document hasn't had any edits as it is quite comprehensive.
- BL introduced the EOAS Code of Conduct, which focuses on making people feel safe in terms of a diversity & inclusion standpoint. The idea is to make it explicit language of what is and what is not acceptable in our department. KL recommended that the UBC Investigative Office could be asked to review if they agree. RB recommended also having Daphne review.
- A-MD questioned if we should contact researchers that do expeditions on "cruise" boats for their safety plans and ERP's in case they are different from day trips. BH advised that they would have a different set of field safety concerns. He will share the proposed documents with people who use big vessels.
- FOLLOW-UPS: BH to contact larger vessel researchers to get feedback on the proposed documents. BL to revise the flowchart. BL & A-MD to reach out to the EDI committee and Daphne for further feedback.

3. NEW BUSINESS: N/A

Meeting Adjourned: 10:23am

Next Safety Team Meeting – Tuesday, March 9th, 2021 at 9:00am.