

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

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

Tuesday, October 12th, 2021

Zoom Room

9:00am – 10:00am

Present: Raymond Andersen (Chair), Brian Hunt, Bethany Ladd, Kevin Lin (Data Science), Peggy Ng (Statistics), Rozalia Mate (PIMS), Tim Morgan, Emma Liu (secretary)

Regrets: Kate Blackburn (Dean's Office), Matthijs Smit, Anne-Martine Doucet (Graduate Student Representative)

Action Items:

- **Meeting called to order:** 9:04 AM

Adoption of previous Safety Committee Meeting Minutes:

Approved: Raymond Anderson

Seconded: everyone

1. ACCIDENT/INCIDENT REPORTS:

- N/A

2. ITEMS ARISING FROM THE MINUTES:

- Student joining a field school at another university - document requirements – still need to get in touch with Go Global
- Call in procedures for Government ship cruises
 - See Brian Hunt's **notes (see attached)** for details
 - RA added that the guideline needs to be available on the EOAS webpage.
- Spouse or anyone else who has a personal relationship with individual in the field can be nominated as a call-in contact person - does not have to be associated with UBC
- Safety Course Field school documentation requirements
 - use same form a research field trips
 - need name and emergency contact information for every student on the trip
 - James and Ken may have standard template for acquiring this information, but haven't got the form with, RA with touchbase with them
 - This information should be required for trips to EOAS Field School as well as other class field trips
 - TM added that the website needed to be updated as well to include teaching filed trips
- Repeat Research Field Trips
 - No need to fill out a complete new set of forms
 - Need to add an appendix to already signed/approved form and submit both the original approved form and the appendix for each new iteration of the repeat trip
 - Appendix needs to include new dates, actual locations, and names and emergency contact information for any new participants

- Philippe needs to sign off on a safety plan for any EOAS student that goes in the field
- Everyone seconded the procedure
- Standard Information for our Trip Plan and Emergency Plan forms
 - Tim indicated that he is not the departmental safety officer - we do not have a safety officer
 - Renee should be listed as the departmental contact. She's in charge of moving it up to the dean's office whenever there is an incident.
 - Remove the Dean's contact information - not needed
 - Need to update the WEB forms to reflect these changes
- BL has reorganized the EOAS Cloud Safety folders
- Bethany following up on documents (EDI, Code of Conduct. etc.) sent to Dean's office for comments.
 - TM indicated that JOHSC has made comments on the documents and was waiting for the feedback on the comments before they can approve. BL will double check the communication among SRS and JOHSC.
 - University is looking to make a consistent field safety plan and they have a field safety plan template for reference. TM concerned that the template could be too generic that may not cover specific information.
- EOAS field safety webpage – BL will take the lead to edit team's documents into an FAQ on the webpage
- Lab inspections
 - Ross McCulloch (ESB) and Corey Wall (EOS Main) have agreed to do lab inspections. Need to send out notice to faculty this week. TM has the list of personnel who need to be notified.
 - TM seconded that this need to be completed by the end of October or first week of November as the latest in order to take over to the JOHSC.
 - Once the email has been sent out, the PIs will make individual appointments to conduct the inspection.
 - RA and TM will further discuss about the concerns that Dominique has regarding the labs at EOS Main second floor.

3. NEW BUSINESS:

- Field Work Safety plan and Hazard Identification and Risk Assessment form
 - BL has **combined the two forms (see attached)** for team to review
 - RA has suggested that this can be circulated to the team, and everyone can make comments and finalize the form until next meeting
- PN indicated that some people complain about the office is very old. She wondered if they can program the temperature 1 -4 degree up in the winter. TM confirmed that the system will automatically level up the temperature, he will talk to Building Operations to see when they are planning to do that.
- BL introduced that there is a new APP called "UBC Safe Vancouver" which could be useful for resources. RA will ask Philippe to put it on the Headlines.

Meeting Adjourned: 9:41am

Next Safety Team Meeting – Tuesday, November 9, 2021.