

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

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

**Tuesday, September 14<sup>th</sup>, 2021**  
**Zoom Room**  
**9:00am – 10:00am**

**Present:** Raymond Andersen (Chair), Brian Hunt, Bethany Ladd, Matthijs Smit, Kate Blackburn (Dean's Office), Anne-Martine Doucet (Graduate Student Representative), Emma Liu (secretary)

**Regrets:** Peggy Ng (Statistics), Rozalia Mate (PIMS), Kevin Lin (Data Science), Tim Morgan

**Action Items:**

- **Meeting called to order:** 9:02 AM

**Adoption of previous Safety Committee Meeting Minutes:**

Approved: Raymond Anderson

Seconded: Bethany Ladd

**1. ACCIDENT/INCIDENT REPORTS:**

- N/A

**2. ITEMS ARISING FROM THE MINUTES:**

- EOAS Student Joining IOF Fieldwork: RA will follow up on this to get a timeline and to see what needs to be done.

**3. NEW BUSINESS:**

- Checkin call procedure for ship board expeditions
  - RA received a request from Rich Pawlowicz who was going on a research group ship on Saint Laurent for about one week, he was wondered if the daily call-in procedure is necessary. Rich suggested to check-in when they got on the ship, and check-in again when got off the ship.
  - BH advised that large vessels, especially for government agency vessels have strict procedures for check-ins between coast guards and captains/crew members. When people board on the ship, they will be required to provide emergency contact. Therefore, individuals do not need to check-in every day as long as they are under the supervision of vessel management. But there should be some flexibility depending on the types of ship and what the expectation is.
  - BH added that emergency procedure and contact information should be indicated in the field plan, and the committee should have a way to contact them as well.
  - RA concluded that the committee should manage on an individual basis when receive such request.
- Acceptable check-in contacts - spouse?
  - MS advised that anyone can be in touch with the given person on a daily basis can be a check-in contact. BH and BL seconded it.
  - RA confirmed that the LST can put it as an approval standard.
- Safety procedures for EOAS course field trips

- RA asked if a new form is needed for EOAS course field trips or will the one for the research field trip work, with the indication that this is for a course trip.
  - BH added that keeping the same procedure as the research field trip should be fine.
  - BL questioned that if everyone's name and contact information is necessary to provide with? RA added that an emergency contact for the trip will work.
  - MS confirmed that all students' contact information has already provided when taking the course, it's just a matter of forwarding the documents, he will ask Ken and James to send a standard template to the LST.
- Repeat field trip procedures
- RA mentioned that if people has previous field trip accepted, they can modify the previous one. BL advised that the EOAS website needed to update to put clear information regarding the procedures. RA added that he can draft a few bullet points and circulate around the team, and put an FAQs on the EOAS website.
  - BH suggested that modify the proposal that has been approved is not enough, the LST need to keep track on what the approved document was and what has been changed in order for the team to review. RA seconded that students should documented the changes and ask Philippe to sign off even if it is a repeated trip. He will put it on the bullet points as well.
  - BL advised that Owncloud needs to be reorganized to keep better tracking on the repeat trips.
- Département contacts
- RA mentioned that the department contact list is not clear for some safety contact positions. Renee said that Tim is the safety officer in the department contacts, RA suggested that the contact list should be standardized.
  - BH added that TM takes responsibilities on the building, but not sure how much he can take on regarding the field work.
  - BL suggested that it can be someone within the safety committee. But RA added that the person should agree on taking the responsibility and be nominated.
  - A-MD questioned the point to appoint someone. RA explained that the person will take inquiries and make sure the issue is resolved. We can always put down Philippe if needed, but that may be too much responsibility to put on him.
  - BH mentioned that if there is a student got into accident in the field, TM is always the person he can contact.
  - RA will ask Renee and Philippe for some possible candidates.
- Request from Science JOHSC for feedback
- BL needed to check to see if there is any action needed regarding the feedback.
- Reminder that the EOAS annual inspections are due
- RA believed that certain people in the department have been trained to do inspections, he will touch base with Tim about the candidates and schedules ASAP, possibly before next committee meeting.

Meeting Adjourned: 9:35am

**Next Safety Team Meeting – Tuesday, October 12, 2021.**