

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

**EOAS/ESB LOCAL SAFETY TEAM**  
**MEETING MINUTES**  
**Tuesday, January 10<sup>th</sup>, 2023**  
**Zoom Room**  
**1:00 pm – 2:00pm**

**Present:** Raymond Andersen (Chair), Sebastian Medrano, Lindsay Nelson, Matthijs Smit, Brian Hunt

**Regrets:** Kate Blackburn, Emma Liu (secretary)

**Action Items:**

- **Meeting called to order:** 1:02 PM

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

Approved: Matthijs Smit

Seconded: Sebastian Medrano

**1. ACCIDENT/INCIDENT REPORTS:** N/A

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

- Updates on lab inspections (SM)
  - RA has been working with EL to notify P.I.s on the lab deficiencies, deadline to respond is January 15<sup>th</sup>, 2023. RA will follow up later this month.
  - Final document needs to have RA's signature and submit to JOHSC.
- Rock crusher issue
  - LN has completed drafting the SOP, will circulate to the committee in next meeting.
- Update on boarding requirements (SM)
  - With regards to the Workplace Safety Orientation Form, we will probably keep the same route with just replacing the form. As for the key form, SM is working on one that can be filled in online.
  - SRS provides the "Site Specific Safety Orientation Checklist" which is similar to the "EOAS Workplace Safety Orientation Form".
  - EOAS (P1) vs. SRS (P1): the EOAS form is similar to the SRS form, only the SRS one is aim at a broader group of people
  - EOAS (P2- 6) vs. SRS (P2): all information in EOAS form is included in the SRS one, the difference is that EOAS form provides more specific links under each section, but most of them are out of date, and we have to keep them valid on a regular basis.
  - EOAS (P8) vs. SRS (P3): training record - same information included in the SRS form with direct link to each course.
  - EOAS (P9) vs. SRS (P4): EOAS form: with regards to other related course, we do not provide guidance on how to complete the courses, it will rely on the new worker and supervisor to finish the training. SRS form: equivalent information included, but with more guidance and links on the specific training requirement.
  - EOAS (P10): this section is for worker's personal guidance, relative link is also provided in the SRS form (P2). SM questioned if we should continue request new workers to provide such information or redo it as a document/checklist provided by the department.
  - MS questioned that whether it's necessary for SM to keep tracking and archiving all document,

SM indicated that especially for the last part (P10), this is more of a reference for worker to keep in terms of emergency. It's not necessarily for him to keep the document. The purpose of this checklist is to help themselves instead of proving to us.

- BH seconded that the SRS form is more streamline for onboarding purpose. He suggested that we could have two forms, one for onboarding, and one as a generic lab form, everyone fill out and submit to prove that they have gone through the material. And SM can keep for record just in case.
- SM added that he can continue receiving the personal safety information checklist (P10), but he can update the form to be fillable for user to complete in their computer.
- RA suggested to have SM continue reviewing and archiving the document to make sure students have done this part, otherwise they may not do anything on this. BH seconded that this is necessary in terms of getting people's motivation to do so, and we can keep everything in electronic copies. We also need to keep the emergency numbers, we can post them in all labs, and provide location guidance of emergency information in the checklist.
- SM concluded that we will adopt the Site Specific Safety Orientation Checklist (SRS form), everything will be in digital format. All information will be updated in the EOAS website (EDI & Safety – Safety Orientation for New Workers); will create a Personal Safety Information Checklist with only one page, also available and fillable on the website. We will have new key form and on-boarding form in the beginning of February.
- MS added that we could add direct link of the building information, which includes all safety features that users should be aware of. SM commented that we could add link to the BERP and a guidance where user can find information more directly.

Meeting Adjourned: 1: 37 pm

**Next Safety Team Meeting: Tuesday, February 14<sup>th</sup> 2023 at 1:00 PM.**