

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

**EOAS/ESB LOCAL SAFETY TEAM**

**MEETING MINUTES**

**Tuesday, May 9<sup>th</sup>, 2023**

**Zoom Room**

**1:00 pm – 2:00pm**

**Present:** Raymond Andersen (Chair), Raul Benjamin Mendoza, Sebastian Medrano, Emma Liu (secretary)

**Regrets:** Brian Hunt, Lindsay Nelson, Matthijs Smit

**Action Items:**

- **Meeting called to order:** 2:04 PM

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

Approved: Sebastian Medrano

Seconded: Raul Benjamin Mendoza

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

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

- New rules for checking out boats and vans and reimbursements for field trips
  - Committee members put the names on the header of each plan, so PT can find out who was the reviewer.
  - RA has sent a memo to PT regarding the new rules, but PT has not sent to the department yet.
  - RA has talked to Renee regarding the reimbursement rule for field trip, she suggested it would be straightforward for office staff to handle the issue that people has completed the filed safety form before they get reimbursement.
  - RA suggested that EL to send a template email notify P.I. that in order to get reimbursement for the trip, you will need to get the form signed off by Philippe before your trip. RA will keep working with Renee and PT on this issue.
  - With regards to checking out vans, SM has been working with Pablo and EL, every time EL identifies that one of the vehicles will be used, she will send details to Pablo and SM, and once the safety plan is approved, she will notify Pablo, so he will release the keys. If this is any issue, Pablo will leave it to SM to manage.
  - SM has not implemented anything with Chris on the issue of boat. By retaining the vehicles, we can stop them from using the boat. RA seconded on the thought, and we can test run and see how it goes.
  - RA suggested to put some notes on the website, he will follow up with PT on the memo.
  - We did not put the new rules of checking out vans in the email when P.I.s submit the safety form, SM will work with EL on the details.
- Update information on the EOAS website
  - SM will be responsible for updating information regarding the safety section on the EOAS website. Any requests will go to SM, and he will work with Compstaff to make sure content is updated.
  - RM mentioned that the LST member list on the EOAS website is not updated. Meeting minutes are not up to date either. RA will look into it. We will put a note on the website, if anyone would like to have the recent minutes, can ask EL for a copy.

### 3. **NEW BUSINESS**

- Update on the Fire Drill
  - SM has confirmed the date on ESB in August, and a tentative date for EOS-Main and South in July, but will need to confirm with Building Operations.
- Raymond Andersen on sabbatical in July
  - RA will not be chair of the safety committee after June meeting.

Meeting Adjourned: 2: 22 pm

**Next Safety Team Meeting: Tuesday, September 12<sup>nd</sup> 2023 at 2:00 PM.**