

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

EOAS/ESB LOCAL SAFETY TEAM
MEETING MINUTES
Tuesday, November 8th, 2022
Zoom Room
1:00 pm – 2:00pm

Present: Raymond Andersen (Chair), Kate Blackburn, Alice Chang (PCIGR), Brian Hunt, Sebastian Medrano, Lindsay Nelson, Emma Liu (secretary)

Regrets: Matthijs Smit

Action Items:

- **Meeting called to order:** 1:03 PM

Adoption of previous Safety Committee Meeting Minutes:

Approved: Sebastian Medrano

Seconded: Brian Hunt

1. ACCIDENT/INCIDENT REPORTS: N/A

2. ITEMS ARISING FROM THE MINUTES:

- Update on lab inspections (SM)
 - SM indicated that we have a shared calendar where PIs can register for the inspection, EL is currently following up with the PI who has not yet responded. Once complete, Corey and Ross will submit the inspection report.
 - SM has received the reports from Stats, JOHSC also has policy that office inspection will not be self-inspected. SM will send out email to inform about the office inspection in next week, LN will help with the inspection.
 - SM is expecting to gather all document by the end of Nov, and get back to LST by early December.
- Update on boarding requirements (SM)
 - SM indicated that the EOAS boarding requirement is aligned with UBC requirement. He has done some improvement in the summer, but it can be clearer and more simplified for PIs and supervisors.
 - RA concluded that we may keep this forward to next year, and have a new form approved before next September when we have intake of new students.
 - BH added that there are people on-boarding throughout the year, it would be good to streamline the form for short-term students, faculties, volunteers, etc.
 - RA seconded that we should keep it resolved as soon as possible,
 - SM added that one of the challenges to simplify the form is the UBC mandatory courses. However, UBC also offer direct links which specifically provide suggestions for short-term students or staff in terms of on-boarding, one effort we could add is to be extra clear on providing such guidance. We may be able to update the form in January or February to provide clear guidance in the documentation.
 - BH will work with SM on updating the details.
- Rock crusher issue
 - Comment from Bethany Ladd and Greg Dipple's research group regarding the training and access

to the rock crush room in M 24A.

- RA checked the room and asked a PI who was from MDRU and indicated that he was trained by a staff from PCIGR.
- SM commented that it was not clear that Greg's group has procedure to train people. Historically, supervisor would either conduct training themselves or have others train the PI. We will also need printed SOP available for everyone in the room.
- SOP will not be substitute for training, as half of the users in the room are from PCIGR, SM would normally direct people to them if training is needed. He added it might be better to have a centralized training documentation and a group of superusers.
- AC talked to Shaun Barker and Corey Wall earlier, they indicated that there's no lock in the room, which means that anyone without any training can access to the room.
- SM commented that he can work on the locking devices, he has already implemented one for the rock saw facility, could do a similar solution on the rock crusher room.
- SM will work with LN on the SOP.
- RA will respond to BL about our solutions on this issue.

3. **NEW BUSINESS:** N/A

Meeting Adjourned: 1: 29 pm

Next Safety Team Meeting: Tuesday, Dec 13th, 2022 at 1:00 PM.