

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

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

**Tuesday, December 8<sup>th</sup>, 2020**

**Zoom Room**

**9:30am – 10:30am**

**Present:** Roger Beckie (Chair), Kate Blackburn (Dean's Office), Anne-Martine Doucet (Graduate Student Representative), Denise Feighan (PIMS), Brian Hunt, Bethany Ladd, Tim Morgan, Kimberly Tietjen (Secretary), Peggy Ng (Statistics)

**Regrets:** Kevin Lin (Data Science), Marc Bustin

**Action Items:**

- **Meeting called to order:** 9:31 AM

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

Approved: Denise Feighan

Seconded: Roger Beckie

**1. ACCIDENT/INCIDENT REPORTS:**

- Follow-Up on CO2 Leak in Dipple Lab
  - RB advised that we are still pending some reporting from Greg. TM confirmed that he is meeting with BL and Risk Management Services to find out if the sensor is needed. If it is needed, then it has to be hard-wired.

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

- Review of Laboratory & Office Safety Inspections
  - TM advised that the safety inspections have been sent out and that the PI's have been asked to review the items that were found to be deficient and look at the recommendations. The next step is to approve the recommended actions and implement them with the individual PI's.
  - RB advised that we are holding off on office inspections until we are back to regular occupancy.
- Discussion of Risk Assessment and First Aid Training for Field Courses
  - BL advised that only one person responded to the query sent out about what training courses have been taken by our members, so we can now move forward and create our own repository of training resources. A-MD offered to assist with that.
  - RB stated that the fieldwork risk assessment we want to create is basically what we already have but it would be more systematic and linked to training courses to show how to mitigate the risks. We would also be building a safety culture so that people follow through with this but that can be postponed to later next year.
  - TM provided a [draft attempt at forms from Zoology](#). People were concerned about the amount of material, but it is a place to start.
  - A-MD questioned if the trainings will be covered by the supervisor and their grants or if they will be covered by the department as potentially some supervisors may not want to pay for the trainings if they become mandatory. BH confirmed that it is not up to the supervisor and student, it is something the Safety Team is setting. If you don't do the trainings, you can't do the work and the

supervisors should include the costs in their grant applications. RB added that Bethany pointed out that students have the right to refuse to do the work if they feel it is unsafe, and suggested having an arbiter for cases like this.

- TM advised that if there is a disagreement on the safety of the work, they go right to the department head and then further if needed. It might be a matter of publicizing that avenue.
- BL recommended positioning this committee as a place for asking the questions that people aren't sure about the answers for. BL also recommended we link up with the team building the new website to ensure the safety materials are clear and easy to access. RB confirmed that he will bring this up with Philippe.
- RB reached out to the field schools about written procedures and risk assessments on file. TM advised that we have training and paperwork but it is not formalized. Ken and James would be good resources for that.
- RB advised that he will begin working on forms and may reach out for help on certain items.

### 3. **NEW BUSINESS:** COVID Self-Assessment Recommendations

- [Link to COVID Self-Assessment Documents](#)
- RB advised that WSBC now mandates everyone to self-assess before coming into work, and the university also wants a record of it. We could adapt the sign-in sheets that we're already using and add the warning for the self-assessment. If approved, the Committee will send Philippe a request to include it in his Headlines email.
- TM confirmed that these sign-in sheets are the ones on the doors of offices and labs. He has also put a notification on the bulletin boards indicating that they have to do a self-assessment.
- PN advised that Statistics has created a Qualtrics survey for people to say they have completed the assessment. She will send out an email today to confirm that they have to complete the survey and self-assessment every time they go in, and she will specify that they still need approval to enter the building in the first place.
- KB will follow up with the Dean's office on how to best capture and compile approved access.
- DF advised that PIMS has to do the sign-in and sign-out sheets, and they have to do the assessment and email her on the days they go to the building
- A-MD agreed that reporting through the sign-in sheet is ideal so that the supervisor or lab manager doesn't get flooded with emails. BL agreed and added that we should add a line to leave if you fail the assessment.
- BH questioned how the paper sign-in sheets are being managed. TM advised that he collects them on a regular basis and puts them in his office and holds on to them for at least a month. They don't get logged but they are available for review and they are maintained.

Meeting Adjourned: 10:34am

**Next Safety Team Meeting – Tuesday, January 12<sup>th</sup>, 2021**