

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

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

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

**Present:** Raymond Andersen (Chair), Brian Hunt, Tim Morgan, Bethany Ladd, Matthijs Smit, Alice Chang (PCIGR), Peggy Ng (Statistics), Rozalia Mate (PIMS), Anne-Martine Doucet (Graduate Student Representative), Kevin Lin (Data Science), Emma Liu (secretary)

**Regrets:** Kate Blackburn (Dean's Office)

**Action Items:**

- **Meeting called to order:** 9:01 AM

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

Approved: Bethany Ladd

Seconded: Raymond Anderson

**1. ACCIDENT/INCIDENT REPORTS:**

- Improper waste disposal – building odor at EOS main  
TM was informed by Renee that there was smell at EOS main, people immediately started to evacuate the building in the meantime. TM contacted the Building Ops immediately and they sent over personnel with a sniffer to look around the building in order to identify the smell and where it came from. They confirmed that the smell was not methyl mercaptan. They found the source in the dumpster at the north side of the building, where there were a number of plastic pails, and the smell was extremely strong. The dumpster was close to the basement air intake and the smell entered through there and made its way through stairwells. The pails had been removed and cleaned once they confirmed the smell. PT conducted an investigation and talked to the PI with RA. TM will work on with the Building Ops regarding the relocation of dumpster.

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

- follow-up on the concern about temperatures in Statistics' offices:
  - TM mentioned that there is a problem with the furnaces system that were affecting North Tower offices, and has been fixed by the Building Ops.
  - PN confirmed that the temperature has gone up to 26 degrees the day after the LST meeting.
- Student joining a field school at another university - document requirements – still hasn't got any resolution yet
- Call in procedures for Government ship cruises
  - BL will upload the notes to the website page
- EOAS field safety webpage - FAQs on the webpage
  - BL suggested that committee members can send out some suggestions about FAQs
  - RA will convert some bullet points into frequent asked questions, and circulate around the teams, everyone can add up suggestions and put it on the webpage.
- Lab inspections

- TM indicated that we have to finish all office and lab inspections as quickly as possible before the end of November so that he can send them to the December JOHSC meeting.
  - RA will follow up with Corey Wall to make sure of the inspection progress
  - In terms of office inspections, TM will take care of most offices except for the PIMS, Stats and Dean's office, they will do it by their own and notify the results. He has sent out a reminder to all three offices on Nov 9
- Field Work Safety plan and Hazard Identification and Risk Assessment form
- BL had combined the two forms for team to review
  - RA suggested that in order to give people more guidance on filling out the forms, we can put up a complete form template so that people can anticipate what level of details are expected.
  - BH had a few examples that can be used as templates, he wondered if we should put name on it, or remove all the names. RA thought either way will be fine, BH can circulate to RA for review, he will contact the personnel if they are ok with their name on the template or sanitize the form as a generic one, and the teams can sign off the form and upload it to the webpage.
  - BH will provide an ocean one and a land one, MS has a geology one which is good to be used as an example.
  - MS suggested that as the previous form was in old version, we should substitute the content into the new form.
  - RA added that the example form is good enough as a guidance, a separate guidance form is not necessary.
- Bethany following up on documents (EDI, Code of Conduct. etc.)
- BL has heard back from Glenn, the document review from SRS is good

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

Meeting Adjourned: 9:27am

**Next Safety Team Meeting – Tuesday, December 14, 2021.**