

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

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

**Tuesday, April 19<sup>th</sup>, 2022**

**Zoom Room**  
**1:30pm – 2:30pm**

**Present:** Raymond Andersen (Chair), Alice Chang (PCIGR), Emma Liu (secretary), Sebastian Medrano, Matthijs Smit, Glenn Sammis

**Regrets:** Brian Hunt, Bethany Ladd, Anne-Martine Doucet (Graduate Student Representative), Mary Macquistan

**Action Items:**

- **Meeting called to order:** 1:33 PM

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

Approved: Sebastian Medrano

Seconded: Matthijs Smit

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

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

- Follow-up on our lab inspections
  - There is one faculty member who hasn't actioned on the deficiencies in lab inspections, reminder has sent, next step will try to meet the PI in person to encourage them take action on it.
- Classroom security event occurred in Simon Peacock's class
  - RA has reached out to Simon, and he did not think this was an EOAS safety Committee issue, it has passed onto SRS and the university. There was also a memo circulated to faculty from provost suggesting how faculty members should respond on these issues.
- Rock saw safety training updates
  - RA has reached out to Philippe and he has convened a meeting with the users of rock saw facilities. He has also issued a memo about the outcome of the meeting.
  - SM will take over the management of rooms where the rock saw are, and figure out how to restrict access, and also develop the training program for graduate students.
  - The meeting has come to the conclusion that people who were trained with the facilities will help create training documentations and material. We will always have protected equipment on site, and keep track on how they have been trained and the frequency of usage. All PIs have agreed to carry forward the ideas.
  - SM is drafting the SOP and will have expert users to review it in May.
  - RA will send an email to graduate representative about the updates.
  - GS seconded that to make sure document involved with the training, that is including signature and training date to prove that training has been done.
- Updates on the field safety plan applications
  - We have discussed whether to add a group of other people in the department to help out review

the applications, because we expected a lot more and it may be overwhelming.

- For now, we have had 9 applications over the last two months. MS indicated that it is durable for the current rate.
- RA concluded that we can keep the rotation as current, and discuss it further when it becomes overwhelming.
- In terms of the safety liability of club activities, GS commented that formally if they are not being paid by UBC, they are not under the umbrella of university, informally he still would cover them under the general safety plan.

➤ Questions about how to fill forms while taking field school trips

- RA has received emails from instructors asking various questions regarding the forms, he questioned that if the sub-committee could interview these people and find out what suggestion they have and put together a more complete template.
- RA indicated that one thing they concerned about was a waiver and getting the names of students who will go on the trip as you may not know until the last minute, some operating procedure will be needed to accommodate that. Other issue is having contact information of students, as some people came back said that there may be a confidential issue, that we shouldn't be having emergency contact information of students in case they are injured in field.
- MS and BL will reach out to instructors who has experience on this, and draft a proposal for how we might proceed. MS will finalize it after field school.
- GS added if we need any support from university level like university lawyer, we can ask for SRS' help.

**3. NEW BUSINESS:**

➤ Renew BERP

- BERP on the EOAS website is not updated, we need to get the new version posted as quickly as possible.
- AC used the template JOHSC provided to update the BERP, the only thing we are missing is "Emergency Response Plan", SM can provide the details along with Building Site Plan.
- GS indicated that the department head is the one to review the BERP, SM is willing to review after AC completes the plan and send off to Philippe for final approval.
- RA questioned if we have to education people about BERP, SM commented that for new students, the link of BERP is within the document they received.
- AC added that Philippe may add the updates into the Headlines, also major changes to the BERP is the introduction of Workday, and the change of floor wardens.
- AC and SM will work on the BERP updates and circle back on our next meeting

➤ Fire drill

- Fire drill is under SM's schedule to conduct
- SM added that we have signed floor wardens, but we are missing some spots. Renee and SM are working on the floor warden training before the fire drill.

Meeting Adjourned: 2:00 pm

**Next Safety Team Meeting:**

- **EOAS: Tuesday, May 10, 2022 at 1:30 PM.**
- **Dean's office, Stats, PIMS: Wednesday, May 11, 2022 at 11:00 AM.**