

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

EOAS/ESB LOCAL SAFETY TEAM
MEETING MINUTES
Tuesday, April 11th, 2023
Zoom Room
2:00 pm – 3:00pm

Present: Raymond Andersen (Chair), Brian Hunt, Raul Benjamin Mendoza, Sebastian Medrano, Lindsay Nelson, Matthijs Smit, Philippe Tortell, Emma Liu (secretary)

Regrets: N/A

Action Items:

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

Adoption of previous Safety Committee Meeting Minutes:

Approved: Brian Hunt

Seconded: Matthijs Smit

1. ACCIDENT/INCIDENT REPORTS: N/A

2. ITEMS ARISING FROM THE MINUTES:

- PT would like to have the member who reviewed the document to sign off the form, so he can have communication with the reviewer if he has any questions.
 - PT would like to thank the committee for doing a great job.
 - He suggested the review committee of the field work safety plan to provide a cover sheet, providing this plan has reviewed by xxx, PT will take responsibility for approving them.
 - After PT signs off the form, it will be saved in the EOAS cloud drive: [Fieldwork Requests - Files - EOAS Cloud Service \(ubc.ca\)](#)
 - MS suggested to modify the signature page of the plan.
 - LN suggested to add it as a header information on the first page of the plan so it could be more straightforward. PT seconded it on the suggestion.
- Timeline on submitting the form:
 - RA questioned on the consequences if the form is not reviewed on time.
 - PT suggested that we could forbid P.I.s from using the department resources, e.g. EOAS boats or vans.
 - PT added that giving the upcoming field seasons, an email to everyone on the timeline and enforcement mechanism will be a great idea. This kind of email can be sent out once or twice a year to remind people about the procedure. PT has asked RA to draft an email, he will also mention it in the coming department meeting and will send that email afterwards. He will remind everyone on the timeline as well, ideally one month, but at least no later than two weeks.
 - SM questioned on forbidding P.I. from using department vehicle, would it be just for a specific plan or a period of time. PT explained that it will be for a particular activity, you cannot use the vehicle until your plan is approved by the department. SM will figure out the specific process with Pablo and Chris on how to do this.
 - BH indicated that we could allow generic trip plan for multiple trips at the beginning of the trip season. PT seconded that the plan itself can be pre-approved, and it will just be the change of

location, schedule, etc., assuming other information is the same.

- RM suggested that to have EL forward the approval plan to Pablo or Chris.
- Waiver issue on optional course-related field trip
 - Regarding optional trips, we would ask students to sign off waivers to releasing liability to UBC and instructors.
 - Needs clarification on definition of “optional”, for example, whether the trip includes some course content, or if students don’t go to the trip, will they pass the course?
 - PT indicated that courses which are not essential for acquisition of course materials are optional trips. RA seconded that as long as you can get grade component from the trip and have direct impact of the final grades, it’s not optional.
 - PT suggested LN to have conversation with each instructor who has the issue, to decide ahead of time.

3. NEW BUSINESS

- Issues on student club trip
 - SEG trip to Australia: they are EOAS club, but there is no EOAS money involved, this is being done by students, we are not officially endorsing the trip, but we are asking them to provide a trip and safety plan.
 - LN indicated that it’s different in terms of legal requirement or liability. UBC does not provide covered trip organized exclusively by student clubs. They are encouraged to follow the procedure, but it does not necessarily have the same legal weight. They will need to have their own insurance.
 - RA questioned if they need to register with Go Global? LN explained that they don’t need to, but they are encouraged to do so.
 - PT indicated that one of the group members, who was being problematic, had to explain the problematic behavior with respect to another student. We have concern that this kind of behavior may happen again, but there’s nothing we can do to stop the individual from joining the trip. Shaun Barker who leads on the trip, although he is not going himself, sent over a code of conduct, that talks about respectful behavior, all members had signed off on that.
 - LN commented that having a confidential conversation with the student trip leader would help.
 - PT added that we should send a note to each student on the trip, to remind them that they have agreed on the code of conduct.
- Use personal vehicle for field trip
 - Risk on your own insurance if you did not sign up for business use.
 - RA commented that we may need to put this information in the safety form, so people can be aware of the risk on using your personal vehicle.

Meeting Adjourned: 2: 48 pm

Next Safety Team Meeting: Tuesday, May 9th 2023 at 1:00 PM.