

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

**EOAS/ESB LOCAL SAFETY TEAM**  
**MEETING MINUTES**  
**Tuesday, December 13<sup>th</sup>, 2022**  
**Zoom Room**  
**1:00 pm – 2:00pm**

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

**Regrets:** Kate Blackburn, Brian Hunt

**Action Items:**

- **Meeting called to order:** 1:02 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:**

- Updates on lab inspections (SM)
  - All inspections including common area and office inspections have finished, has sent the lab inspection issue list to RA to follow up with P.I.s.
  - Final document needs to have RA's signature and submit to JOHSC.
- Rock crusher issue
  - RA suggested to carry over the rock crusher issue to January.
  - SM and LN had training for the equipment, and were starting to work on the SOP.
  - LN asked if we have measured the noise of the equipment to see whether we need ear protection. MS added that there are ear protections inside the lab for public use, and would recommend students to wear it. RA concluded that we should add ear and mouth protection to the SOP.
- Update on boarding requirements (SM)
  - We currently have 4 mandate courses for new workers in the WPL platform. One of the four courses, the New Worker Safety Orientation, which includes the orientation checklist is similar to the one we have used for the past year.
  - The benefit of using this checklist is that this is maintained directly by SRS and WPL, and it's three-page long only, which is easier to go through with. The only difference is the last part (personal safety information checklist) of our own on-boarding form, which is not required in the UBC form. SM indicated that if we can make it as a resource in the website, so PI can have access to the information, but we can remove that part from the form.
  - RA asked SM to circulate the document, so we can give more thought.
  - Make it official that we accept digital signature instead of hard copies, so people don't have to drop off forms in the mailbox.

**3. NEW BUSINESS:**

- PT's fieldwork safety plan
  - PT has filled out a plan for a student field trip to Chile at the end of this month, MS confirmed that students should reach out to Go Global, they should start the procedure asap, so they can be covered by the time they leave.
  - LN is supporting with teaching field trip safety plan. SM proposes to have LN as our expert user to review any document related to teaching field work.
  - RA seconded that we should send this form to LN and have MS look into it as well.
- Alice Chang steps down from the LST
  - Alice will leave UBC at the end of the year. There will be a replacement of her position in the PCIQR, AC will send the contact information to PT for approval.

Meeting Adjourned: 1: 22 pm

**Next Safety Team Meeting: Tuesday, January 10<sup>th</sup>, 2023 at 1:00 PM.**