

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

**EOAS/ESB LOCAL SAFETY TEAM**  
**MEETING MINUTES**  
**Wednesday, November 15, 2023**  
**Zoom Room**  
**11:00am – 12:00pm**

**Present:** Roger Beckie (Chair), Sebastian Medrano, Jie Le Baik (Data Science), Rozalia Mate (PIMS), Kate Blackburn (Dean's Office), Irish Krolikowski, Alice Chang, Lindsay Nelson, Raul Benjamin Mendoza, Karris Hung (secretary)

**Regrets:** Kevin Lin (Statistics), Matthijs Smit, Brian Hunt

**Action Items:**

- **Meeting called to order: 11:00 AM.**
- **Safety Sharing**
  - Jie Le shared the importance and what it should be included in an emergency kit. KB will share the safety tips for the next meeting.

**Adoption of October Safety Committee Meeting Minutes (ESB):**

Approved: Sebastian Medrano  
Seconded: Rozalia Mate

**Adoption of October Safety Committee Meeting Minutes (EOAS):**

Approved: Sebastian Medrano  
Seconded: Raul Benjamin Mendoza

**1. ACCIDENT/INCIDENT REPORTS:**

- KB reported an incident on November 2<sup>nd</sup> in ESB 5104, when the staff move the podium towards the center of the room, the door at the front side is swing open, no one hurt in the incident. KB suggested to add a reel or replace the podium as the podium is heavy to move. SM will explore the possibility about the moveable podium, for example to add a base to the podium. SM and KB will follow up.

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

- Emergency exit
  - SM indicated that historically, the emergency exit is the North and South staircase in ESB in safety plan, a modify of emergency plan is complex process as there are lots of people to involve and cannot change immediately.
  - He also recommended to promote to the staircase in glass door will be closed when emergency, and promote people to leave in a right way. It is recommended to use the staircase in North and South in the orientation and fire drill.
- Risk matrix and medium-risk activities
  - RB indicated when the risk associated with a task is determined to be high or medium risk activities, it should apply a systematic approach known as the 'Hierarchy of Control' to ensure the risk is as low as reasonably practicable. Also, a supporting document will need to provide before sign off the safety plan. Committee agreed wording changed and add more documentation in the safety plan to demonstrate the safety approach is reasonable and will bring back to the committee in December.

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

Meeting Adjourned: 11:45 AM

**Next Safety Team Meeting: Wednesday, December 13<sup>rd</sup>, 2023 at 11:00 AM.**