**THE UNIVERSITY OF BRITISH COLUMBIA**

**DEPARTMENT OF EARTH, OCEAN and ATMOSPHERIC SCIENCES**

**SAFETY TEAM MEETING MINUTES**

**Thursday, January 31, 2019**

**ESB Room 2064**

**9:30am - 10:30am**

**Present:** Renee Haggart (Co-Chair), Ian Ayeras (Secretary), Tim Morgan, Denise Feighan (PIMS), Mike Leblanc, Amy Chan, Roger Francois (Co-Chair), Peggy Ng (Statistics), Rich Friedman, Kate Blackburn (Faculty of Science), Lora Pakhomov, Megan Russell (Grad Student Representative)

**Regrets:** Katherine Raymond (Grad Student Representative), Peter Winterburn, Amy Chan

**Action Items:**

* **Meeting called to order: 9:33AM**
* Safety concerns related to the EOSM student workshops 19, 20 and 24 – TM
* Establish a date for the ESB and EOSS/EOSM annual fire drill – TM
* Machine Shop Noise Issues – TM

**Adoption of previous Safety Committee Meeting Minutes:** Thursday, November 29, 2018

Approved: ML

Seconded: TM

1. **ACCIDENT/INCIDENT REPORTS:**
* N/A
1. **ITEMS ARISING FROM THE MINUTES:**
* Update on Office Inspections: still missing some inspection checklists. Will need to contact PIs and inform shared spaces to complete their checklists. Afterwards, will assign someone to complete the remaining office inspection checklists
* Update on lab inspections: TM informs that most actions items have taken place. Next inspections will require new forms from RMS to be completed
* Safety concerns re: EOSM workshops – TM mentions that insufficient training, safety issues of equipment and workspace (users are not using masks and filters). Students report receiving rudimentary instructions instead of full proper training. TM suggest putting it in Safety Orientation forms as a possible solution. James Scoates possibly the faculty to head training. RF will follow-up with James and Robert Lee. Turnover in staff in MDRU a concern because most students using equipment are MDRU students and are usually given training. PIs and grad students will need to be re-educated in safety procedures. Will concentrate on creating written procedures and proper signage. RF will communicate to PIs and grad students.
* RH suggest that a good time to establish date for EOSS/EOSM annual fire drill in July
* Machine shop noises – concerns are noise is constant and ongoing all day and affecting staff. Building Ops have worked on bearings and noises has lessened but is still quite noisy. Next step is have RMS bring provide outside agent to assess space noise for staff.
1. **NEW BUSINESS**
* RH mentions that RMS has provided maps on their site for AED demos. ML suggests that announcement be sent out so people know where to go. RH will send out announcement.
* TM updates that building First Aid level requirements still awaiting confirmation from RMS

Meeting Adjourned 10:03AM

**Next Safety Team Meeting - Thursday February 28, 2019**