**THE UNIVERSITY OF BRITISH COLUMBIA**

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

**SAFETY TEAM MEETING MINUTES**

**Tuesday, October 02, 2018**

**ESB Room 2025**

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

**Present:** Renee Haggart (Co-Chair), Ian Ayeras (Secretary), Kate Blackburn (Faculty of Science), Katherine Raymond (Grad Student Rep), Denise Feighan (PIMS), Tim Morgan, Tarn Khare (MDRU), Mike Leblanc

**Regrets:** Roger Francois (Co-Chair), Amy Chan, Peggy Ng (Statistics), Rich Friedman, Lora Pakhomov, Peter Winterburn

**Action Items:**

* **Meeting called to order: 9:31AM**
* Address the annual EOAS RMS Departmental Inspection Report (ongoing) – ML

**Adoption of previous Safety Committee Meeting Minutes:** Thursday, May 17, 2018

Approved: ML

Seconded: DF

1. **ACCIDENT/INCIDENT REPORTS:**
* N/A
1. **ITEMS ARISING FROM THE MINUTES:**
* Lab inspections – RF has sent reminders to all PI’s. ML will follow up and start scheduling inspections. Janet Gabites will assist in absence of RF. RH will send out notifications to dept. for self-reporting for office inspections. Reports will be due end of Oct.
1. **NEW BUSINESS**
* TM reports that labs are remaining unlocked 24/7. 2 weeks ago, TM would start locking labs prior to start of day. Third floor labs remain an issue. Concerns with safety and public so labs must be locked and secure when nobody are in the labs. RF to send out reminders to PI’s.
* TM reports that rock saw in basement being used inappropriately. Issues with training and how they are being used resulting in overheating and tripping power. Lack of supervision and inexperience a concern and recommends starting with using proper information signage. RH recommends training workshops for start of term (Sept. and Jan.). Need to focus on training protocol and policies for proper use of equipment. TK will check with MDRU personnel to see if any RA can train.
* RH reminds of Safety Day (Oct. 3) and awareness of Transportation of Dangerous goods guideline and policy.

Meeting Adjourned 9:58AM

**Next Safety Team Meeting - Thursday October 25, 2018**