

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

**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, November 24, 2016**

**ESB Room 2025**

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

**Present:** Roger Francois (Co-Chair); Renee Haggart (Co-Chair), Kimberly Low (Secretary), Tim Morgan, Amy Chan, Rich Friedman, Murray Allan, Mike LeBlanc, Kate Blackburn (Faculty of Science), Denise Feighan (PIMS)

**Regrets:** Lora Pakhomova, Eric Letham, Peggy Ng (Stats), Teela Narsih (Risk Management), Danielle Klaver (Risk Management)

**Action Items:**

- **Action Item:** ML to review the first aid attendants' list and notify RH of required updates.
- **Action Item:** RH and TM to contact DK about UBC policies and guidelines for lab safety and access for visitors.
- **Action Item:** DK to inform committee of UBC policies and guidelines for lab safety and access for visitors.
- **Action Item:** TM to look into changing MDRU microscope room lock to storeroom functionality.

**Meeting called to order: 9:32am**

**Adoption of previous Safety Committee Meeting Minutes: Thursday, September 29, 2016**

Approved: TM

Seconded: RF

**1. ACCIDENT/INCIDENT REPORTS:**

- None.

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

- Fume hoods in M-323 – RFriedman reported that the chemicals have been removed from the fume hoods.
- Current first aid attendants' training/certification – ML reported that the current list of first aid attendants is not accurate and a major update is needed. Only some of those listed have been recertified; others have left the department or have expired certifications. TM commented that the list on the EOAS website should be the most up-to-date version.

- **Action Item:** ML to review the first aid attendants' list and notify RH of required updates.

**3. NEW BUSINESS**

- Lab Visitor Safety and Access – MA inquired about the current safety and access procedures for temporary lab visitors. TM remarked that there are several aspects to consider such as security, safety, and liability, and that Risk Management Services should provide guidance on this subject. Regarding safety, RFriedman commented that PCIGR is responsible for ensuring that their many visitors are properly trained and certified. AC agreed; the Suttle Lab has many different types of visitors and the PI is ultimately responsible for their safety. AC commented that UBC offers several safety courses but non-UBC visitors must pay a fee to take them. Regarding access, MA and TM discussed arranging lab access for visitors; TM commented that this depends on what time access is needed and if the lab is shared among multiple PIs.
  - **Action Item:** RH and TM to contact DK about UBC policies and guidelines for lab safety and access for visitors.
  - **Action Item:** DK to inform committee of UBC policies and guidelines for lab safety and access for visitors.
- MDRU Microscope Room Access – MA reported that there are problems with the existing key access to the MDRU microscope room (e.g., students not locking the door) and proposed implementing keyless access. TM commented that it would be preferable to switch to cardkey rather than to go completely keyless, but that a better solution would be to first try changing the lock to storeroom functionality. This would ensure that the door locks automatically and could be easily changed by a locksmith. RH agreed that MA should try changing the lock to storeroom functionality first before instigating other changes.
  - **Action Item:** TM to look into changing MDRU microscope room lock to storeroom functionality.

Meeting Adjourned: 9:46 AM

**Next Safety Committee Meeting – Thursday, December 22, 2016**