

**October 9, 2014**

3:30pm – 3:30pm

Administration Building Room 1007

**Participants:**

Lisa Poirier, Asst Prof Ecosystem Sci & Mgmtt (Chair)

Ken Otter, Prof ESM

Colin Chisholm, Asst Forest Mgr, Aleza Lake

Molly Fredeen, NUGGS Rep

Sarah Elliott, Manager, Security & Risk

Heath de la Giroday, Risk & Safety Coordinator

Jennifer Skaar, Recording Secretary

**Absent:**

Laura Ryser, Research Mgr, Rural & Small Town Studies

Kai Peetoom, Grad Rep

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**A. AGENDA**

Meeting to order at 3:35pm

*No changes to the agenda*

**B. APPROVAL OF MINUTES OF MARCH 24, 2014**

-No changes or corrections to the minutes. Motion to approve by Colin.

**C. NEW REPRESENTATIVE**

- 1) New Graduate Student Representative – Kai Peetoom. Kai was unable to attend this meeting so formal introduction will be given at our next meeting.

**D. BUSINESS ARISING FROM THE PREVIOUS MINUTES / ACTIVITY AND PLANNING**

**1) Field and community safety orientation sessions:**

***a. Development of self-study documents***

- i. Ken has been working on a self-study option for students unable to take the field orientation course. He went through both the Safety Manual and the Risk Assessment Plan and put together material. Students and supervisors can now go through record the date completed, and both the student and the supervisor then sign off on the form. The idea is that these forms are then filed with the Risk & Safety Department and results would be recorded as confirmation that the student completed as though the field safety course was completed.
- ii. Colin noted that the self-study orientation is great but should not be considered as a replacement of the actual field study which is much better. Per Ken the self-study should be used as an alternative for the student and the supervisor to work through when there is no opportunity to take the actual field study.
- iii. Ken spoke with Media Services and they were keen to set up times to come out and video tape us doing different monitoring modules for field safety. Ken was going to do one on Bear Safety which included bear bangers and other similar bear safety devices, but it could not be coordinated at that time. This is something he would like to look at working on. Suggested that we utilize the Blackboard site and ask Grant Potter to populate the material so that everyone could have access within the University. This would include

videos such as the 'Bear Aware' video. The material would have to be done on Blackboard due to too many copyright issues on the web site.

- iv. If we can start getting some of the video-taping done and loaded onto Blackboard to go in conjunction with the self-study, that which will improve the self-study version. Lisa verified that the Blackboard could be set up in such a way that the modules are monitored to prevent a student from moving onto the next without actually completing the first. Colin noted there are some great WorkSafe videos available for things such as bear safe, logging roads etc that could possibly be used.
- v. Heath and Sarah are working together on getting a video library organized to know what is presently available, where it is located, to prevent duplication when purchasing new material, and staying within the copyright regulations code. This will eventually be set up on a new S2 data base.

***b. Establishment of records for orientation sessions***

- i. Per Ken this is what we are trying to get set up to track that people have actually completed the safety course. We need to be able to see that the course has been completed so that it is cross documented against our grants as this is becoming frequently required. Essentially we need to coordinate this between Eileen's office and Ranjana's office. Isobel Hartley has just been hired on by the research office and would be potentially a good person to approach for doing this being that she is already doing HR cross linking stuff. It would need to be set up so that there is a Tick box spot within Banner. Right now they have crossed our grants with things like animal care protocols. We need to be able to drop things in there such as a Risk Assessment Plan so they can see it in there. At this stage if the researchers are putting in the effort and putting students through the safety orientation and doing their due diligence and something were to go wrong, it is basically at the next level up that will be coming direct to collect documentation confirming all is in order.
- ii. Sarah noted that there is a new S2 data base that has just been purchased which may assist the committee with logging and monitoring the completion of courses etc. It can be linked to the supervisor and the system will automatically send emails for anything coming up for expiry such as first aid licensing etc. This new system could potentially link all kinds of aspects. There will be certain people that the system will be available to within UNBC and each department would be responsible for their own data entry. Sarah is reviewing the system and once the tweaks are done, then we can look at options.

***c. Planning for next year***

- i. The students liked the field orientation this year such as the compass tracking etc. It worked really well. Ken & Colin felt like the 1 ½ day set up works better and they would like to run it the same again next year. It was not overkill and provided enough time to complete everything.
- ii. The community orientation also went really well. Those involved suggested that 1 ½ days would work better as the 1 day was really packed.

- iii. In January Ken and Teresa were attempting to set up a grant which researchers could use for fee collection from students wanting to take courses. The researcher could then verify their research account codes to charge back the cost for those of their students taking a course. Any additional reserves would be used to cover additional costs incurred for course supplies etc. Ken is still working on.
- iv. The committee wants this to remain a UNBC service and keep the students' cost down so a solution needs to be found.

**2) Risk assessment plans: see attached copies provided by Ken**

**a. Progress**

- i. The new drafted risk assessment form is intended to eventually replace the current checklist. Colin felt that the new form is very concise and well put together
- ii. The only feedback that Ken has received so far was the redundancy between the Call Ins and Emergency Plan. The duplication of the information could simply be a copy and paste solution.
- iii. When Ken completed his own form he noted it would be a good idea to put in a prompt for a vehicle license plate which he will have added. In addition, the personnel section works really well but there is no photo. This may be because the assumption is that a UNBC student or personnel would have a photo on file with UNBC however these could be quite old. Ken makes his students provide an up to date photo so that a digital photo could be provided to the RCMP in the event that they went missing. He suggests that a photo requirement also be added to the form. Sarah noted that the student/staff ID cards are actually recognized as a form of government ID and should be renewed every 5 years. This is something Sarah is currently working on with the Registrar's office. This would eventually make the photos on file no more than five years old.
- iv. Colin suggested that a note be placed on the bottom of the form stating *'the supervisor is to review with each student/ employee'*.
- v. At the moment the risk assessment forms are not currently required but should probably be mandatory and a copy should also accompany the group in the field as well. Lisa suggested that once the form is finalized, notice will go out to everyone advising of the new form and the old checklist should be permanently removed.
- vi. Any additional feedback with regards to the form should be sent to Ken. He will post the PDF version on the Safety website for the committee to review and get back to him.

**3) Field safety manual updates**

- i. Major updates to the field safety manual were done last year. Nothing needs to be done this year although Ken is going to update the information with respect to bear bangers due to an incident that occurred. The insert will include that bear bangers are not recommended and are only useful in limited circumstances.

#### 4) Community based research safety manual updates

- i. This should be reviewed again and should undergo a major revision this year. This is something Laura has been involved with and will continue to work on. If people have suggestions for updates, please contact Ken as he still has it set up under his name and can make changes at any time.
- ii. Lisa asked Ken to let her know when the Risk Assessment Form and the manuals are uploaded and she will send an email to everyone to let them know that the documents are available and to contact Ken should they have any recommended changes after they have reviewed.

#### E. ACTIVITY AND PLANNING –*Included in above.*

#### F. NEW BUSINESS

1. Ken asked about the orientation training for supervisors that had come up in past meetings. Training would need to be set up well in advance of the start of field work – perhaps in January. Sarah confirmed that there is a new supervisor training package which will be coming out. The program will define a supervisor by the person’s role as opposed to his/her position. It will be for anyone supervising and touches on the field safety. Anticipate this will be available by the end of this year.

Ken noted that researchers are different than standard industry and do not have the funding to have a full time safety advisor checking in at various sites to ensure everyone was in compliance. If you are doing industry stuff then you are going through the checklist daily but for anyone doing research, the checklist could remain unchanged until something new were to happen, then the checklist is modified with plans on how to handle if another incident were to occur.

#### MEETING ADJOURNED AT 4:30pm by Lisa

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Approved by Chair

Date: \_\_\_\_\_

#### ACTION ITEMS

| Item # | Description | Who | Action |
|--------|-------------|-----|--------|
| 1      |             |     |        |
| 2      |             |     |        |

**NEXT MEETING**  
**TBA**  
**WATCH FOR DOODLE FROM LISA**