

Local Area Safety & Health Committee (LASH) Minutes

WORKPLACE COMPLETE NAME AND ADDRESS FACULTY of SCIENCE 239 MACHRAY HALL 186 DYSART ROAD UNIVERSITY of MANITOBA WINNIPEG, MANITOBA R3T 2N2 CANADA PHONE: (204) 474-8256 FAX: (204) 474-7618 Committee: FACULTY OF SCIENCE LOCAL SAFETY LASH COMMITTEE Meeting Date: JANUARY 17, 2018 Date of next meeting: APRIL 2018 Number of employees at the workplace UNKNOWN	EMPLOYER CO-CHAIR KRYSTYNA KOZANSKI	OCCUPATION ASSOCIATE DEAN, UNDERGRADUATE STUDIES, STUDENT EXPERIENCE	Present	Absent	
		EMPLOYER MEMBERS (LIST ALL) TREVOR SCHULTZ STEPHANIE CARTER	EXECUTIVE ASSISTANT TO THE DEAN ADMINISTRATIVE ASSISTANT, MICROBIOLOGY DEPARTMENT	X	
		Worker Co-CHAIR SYLVIE RENAULT Worker Members (LIST ALL) GEORGE ORRISS BETTY LERNER LINDA ALRAYES	ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT RESEARCH ASSOCIATE, CHEMISTRY DEPT. SAFETY COORDINATOR, FACULTY OF SCIENCE PhD. Student and TA, BIOLOGICAL SCIENCES DEPARTMENT	X X X X	
		Guests (LIST ALL) N/A			

TIME	REMARKS
Starting 2:00 PM	Co-Chair chairing this Special Session: SYLVIE RENAULT Introduction of the new LASH committee member, LINDA ALRAYES , representing CUPE 3909
Ending 4:00 PM	Approval of today's agenda & minutes from October 12, 2017 (STEPHANIE CARTER & TREVOR SCHULTZ) Business arising from Previous Minutes New Business Other Business Summary of Incidents and investigation Reports Meeting Adjourned



Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
October 2017	<p>BUSINESS ARISING FROM PREVIOUS MINUTES:</p> <p>I. FIRE SAFETY:</p> <p>SUMMARY FROM THE PREVIOUS MINUTES</p> <p>“FIRE DRILLS:</p> <ul style="list-style-type: none"> o Environmental Health & Safety (EHS) will conduct the Faculty of Science fire drills in consultation with each Departmental General Office starting in the month of Oct. 2017. o EHS will revise the Fire Evacuation plan for the Allen Bldg. and communicate to the Allen Fire Wardens any changes to the protocol in order to correct deficiencies noted at the basement level. o EHS will provide the list of muster points for the buildings where Faculty of Science’s exams are scheduled on campus to provide to Invigilators during exams.” 	EHS will coordinate Fire Drills	EHS , starting October 2017
November 2, 2017,	<p>FOLLOW UP: LASH Co-Chairs: Krystyna Koczanski & Sylvie Renault requested a meeting with John Dodd & Caroline Gebel. On November 2, during the meeting it was discussed that EHS will organize meetings with Fire Wardens in different buildings to discuss the new procedures to coordinate fire drills.</p>	Pending answer	ASAP, EHS
January 17, 2018	<p>LASH member, Stephanie Carter: can unscheduled building evacuations, e.g. false fire alarms, be considered fire drills? It was suggested that only if debrief documentation was completed after the events. This will need to be confirmed by EHS, Fire consultant/s.</p>	Follow up with EHS, Fire consultants	Co-chairs
October 2017	<p>II. FOLLOW UP AUDIBILITY CONCERNS & OTHER ISSUES</p> <p>SUMMARY FROM THE PREVIOUS MINUTES</p> <p>“o The Buller Bldg. alarm system’s upgrade is expected to be completed by the end of the winter 2018.</p> <ul style="list-style-type: none"> o Audibility issues were found and reported to Physical Plant regarding room 301 BSB & 401 BSB. The LASH committee has discussed a temporary solution to the audibility issues in BSB following a recommendation by John Dodd, EHS, advising to post a sign to keep the 301 and 401 BSB Classrooms open to hear the fire alarm. EHS will also inform Security Services of the situation to ensure that they are aware of the issue.” <p>Co-chair Sylvie R. has contacted Physical Plant, and was provided an update by Dave Myska, Services Coordinator, Electrical Shop. The project is at 75% of its completion, (some parts have been received: horns and strobe lights (flashing lights) and they should be installed where required shortly)</p>	To follow up	At the end of March 2018
October 16, 2017	<p>II. LABORATORY INSPECTIONS IN THE FACULTY OF SCIENCE (EHS)</p> <p>LASH Co-Chairs: Krystyna Koczanski & Sylvie Renault requested a meeting. The meeting was held on October 16, 2017 with EHS consultants: Joey Bellino & William Grierson, to follow up lab inspections in the Chemistry Department and concerns regarding future Inspection in the Biological Sc. department. EHS agreed to prepare a summary report for each department of the Fac. of Science. The summary will highlight any concerns or issues to be discussed at the LASH committee meeting.</p>	A warning sign has been posted & Instructors warned	<p>DONE, Oct. 2017.</p> <p>SYLVIE R. ENAULT & BETTY LERNER</p> <p>SYLVIE RENAULT & DAVE MYSKA</p>

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October 2017	<p>II. LABORATORY INSPECTIONS IN THE FACULTY OF SCIENCE (EHS) continues</p> <p>Some concerns were discussed regarding shared spaces in the labs and responsibilities. The LASH has suggested that it is best practice to have all Faculty members of shared spaces involved in the inspection process. Previously, not all supervisors were informed of the scheduled inspections and only one of the supervisors was asked to correct the deficiencies. Sylvie Renault provided a list of shared labs to EHS to assist in the coordination of inspections (to provide information that will allowed EHS to book all supervisors who are responsible for a lab at the same time)</p> <p>The committee will review the reports to identify issues and to assist supervisors and lab personnel. The co-chairs have request EHS to provide a summary of the inspection containing the results to identify trends in the data.</p> <p>EHS has completed Laboratory Inspections in the Chemistry and Physics and Astronomy Departments. The Departmental summary reports have not been received at this time (January 17, 2018). EHS Laboratory Inspections in the Biological Sciences Department are in progress.</p>	<p>EHS will contact Department Heads and WHMIS Coordinators</p> <p>EHS will provide reports to the Fac. of Sc. Dean</p> <p>MEETING EHS & LASH Co-Chairs</p>	<p>CO-CHAIRS & B.I. To follow up</p> <p>EHS (ASAP)</p> <p>CO-CHAIR KRYSZYNA K. To follow up</p>
2017 November 2017	<p>Representatives of the EHS biosafety program conducted a Containment Zone Inspection in the Microbiology Department. A summary report was provided to the Head of the Department and the Faculty of Science Safety Coordinator. All observed deficiencies have been addressed, including the purchase of new lab coats for research lab personnel and the reupholstering or replacement of lab furniture covered in fabric (in progress).</p> <p>III. RISK ASSESSEMENTS & SAFETY TRAINING AT THE FACULTY OF SCIENCE</p> <p>RISK ASSESSMENTS</p> <p>The Safety Coordinator at the Faculty of Science offered assistance to departments and safety groups to conduct and keep records of the yearly risk assessments, as well as individual supervisors and instructors. As a result of previous comments and safety group discussions, some new practices have been implemented: e.g.:</p> <ul style="list-style-type: none"> ○ The use of safety boards to post all safety related documents ○ The implementation of UMLearn groups to share safety protocols within departments. ○ Biological Spill kits have been placed in the hallways for easy access and more will be provided after evaluation. <p>The Dean’s office in the Faculty of Science has implemented the use of the ePanic button to respond to emergency situations, and a risk assessments was performed, and some challenges have been discussed.</p> <p>LASH MEMBERS SAFETY TRAINING</p> <p>New opportunities for the new year LASH member’s training were discussed.</p> <p>SAFETY TRAINING OF STUDENTS:</p> <p>Safety Training of Students from other Faculties and Institutes working in the Faculty of Science. The LASH committee discussed training procedures to follow when graduate students who have previously received Fire Orientation and Safety Training from their own Faculty are expected to conduct research in the Fac. of Science. The WHMIS coordinator with the assistance of the supervisor and department head/safety group will discuss which additional training will be required.</p>	<p>OCTOBER 2017 (in progress)</p>	<p>HEAD of DEPARTMENTS SAFETY GROUPS BETTY LERNER</p> <p>GEORGE ORRIS BETTY LERNER</p>

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January 15, 2018 4:00 PM	<p>IV. OTHER BUSINESS:</p> <p>ACCESS TO THE BULLER BLDG. It was reported by Stephanie Carter that a student was found crawling up the stairs in order to access the Buller bldg. It was mentioned that the both main entrances to the Buller Building have no signs posted advising where the accessibility ramps are in order to access the facility.</p> <p>NEW LASH MEMBER, CUPE REPRESENTATIVE After introducing LINDA ALRAYES, the committee members discussed the role of the new member, and how she can contribute and interact with students and Teaching Assistants. A meeting will be coordinated to program her future training opportunities as a LASH member.</p> <p>MEETING ADJOURNED</p>	<p>CONTACT PHYSICAL PLANT</p> <p>Training for new LASH member</p>	<p>TREVOR SCHULTZ & B.L To follow up</p> <p>CO-CHAIRS & B.L To follow up</p>

INCIDENT REPORTS AND INVESTIGATIONS	FOLLOW UP
The Faculty of Science SUMMARY OF INCIDENTS was presented to the LASH COMMITTEE and reviewed. Suggestions have been made and noted.	LASH WILL FOLLOW UP WITH THE assistance of EHS members.

IN MY OPINION, THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING.

Sylvie Renault
Digitally signed by Sylvie Renault
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Manitoba, ou=Biological Sciences,
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Date: 2018.01.24 15:13:08 -06'00'

WORKER CO-CHAIR DR. SYLVIE RENAULT



EMPLOYER CO-CHAIR DR. KRYSZYNA KOCZANSKI