

# Local Area Safety & Health Committee (LASH) Minutes

WORKPLACE COMPLETE NAME AND ADDRESS	EMPLOYER CO-CHAIR	OCCUPATION	Present	Absent
<b>FACULTY of SCIENCE</b> <b>239 MACHRAY HALL</b> <b>186 DYSART ROAD</b> <b>UNIVERSITY of MANITOBA</b> <b>WINNIPEG, MANITOBA</b> <b>R3T 2N2 CANADA</b> <b>PHONE: (204) 474-8256</b> <b>FAX: (204) 474-7618</b>  <b>Committee:</b> FACULTY OF SCIENCE LOCAL SAFETY LASH COMMITTEE  <b>Meeting Date:</b> <b>JANUARY 31, 2019</b>  <b>Date of next meeting:</b> <b>APRIL 2019</b>  <b>Number of employees at the workplace</b> UNKNOWN	<b>KRYSTYNA KOZANSKI</b>	<b>ASSOCIATE DEAN, UNDERGRADUATE STUDIES, STUDENT EXPERIENCE</b>	X	
	<b>EMPLOYER MEMBERS</b> <b>TREVOR SCHULTZ</b>	<b>EXECUTIVE ASSISTANT TO THE DEAN</b>	X	
	<b>STEPHANIE CARTER</b>	<b>ADMINISTRATIVE ASSISTANT, MICROBIOLOGY DEPARTMENT</b>	X	
	<b>Worker CO-CHAIR</b> <b>SYLVIE RENAULT</b>	<b>ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT</b>	X	
	<b>Worker Members</b> <b>GEORGE ORRISS</b>	<b>RESEARCH ASSOCIATE, CHEMISTRY DEPT.</b>	X	
	<b>BETTY LERNER</b>	<b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b>	X	
	<b>LINDA ALRAYES</b>	<b>PhD. Student &amp; TA, BIOLOGICAL SCIENCES DEPARTMENT</b>	X	
	<b>Guests (LIST ALL)</b>  <b>JOHN DODD</b> <b>JOEY BELLINO</b> <b>CAROLINE GEBEL</b> <b>MATT HENSELWOOD</b>	<b>DIRECTOR, RISK MANAGEMENT, EHS</b> <b>OCCUPATIONAL HYGIENE COORDINATOR, EHS</b> <b>SAFETY COORDINATOR, EHS</b> <b>SAFETY OFFICER, EHS</b>	X X X X	

TIME	REMARKS
Starting 1:30 PM	Co-Chair chairing this Session: <b>KRYSTYNA KOZANSKI</b>  I. Approval of today's agenda ( <b>STEPHANIE &amp; GEORGE</b> ) II. Approval of minutes from <b>OCTOBER 18, 2018</b> agenda ( <b>STEPHANIE &amp; GEORGE</b> ) III. Business arising from Previous Minutes IV. New Business (deferred to the next session) V. Review action items/Updates(deferred to the next session) VI. Other Business (deferred to the next session) VII. Summary of Incidents and investigation Reports (only one incident was reviewed, rest deferred to the next session))
Ending 3:00 PM	Meeting Adjourned

Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
OCTOBER 2017	<p><b>III. BUSINESS ARISING FROM PREVIOUS MINUTES:</b></p> <ul style="list-style-type: none"> <li> <p><b>FOLLOW UP, FIRE SAFETY</b></p> <p>Several fire safety issues were discussed with EHS representatives. Co-chair Sylvie R. reported that following the letter that was sent to EHS on the behalf of the LASH Committee in November 2018, John Dodd provided a response within a month. He requested to be invited to the next LASH committee to further discuss the challenges.</p> </li> <li> <p><b>FOLLOW UP, FIRE DRILLS AND LAB INSPECTIONS SUMMARY REPORTS, EHS.</b></p> <p>The LASH committee requested to be cc'd to the debrief reports as well as to the Lab Inspections summaries sent to Head of Departments. The LASH committee proposed EHS to attend a special meeting for Chief Fire Wardens of the Faculty of science to review the expectations of their roles and fire drills process in February 2019. Potential dates of the fire drills for 2019 could be determined during that meeting. The format of the debriefing reports following fire drills will be reviewed as the LASH Committee felt there were issues with the template supplied by EHS. EHS mentioned that most Fire wardens in the Faculty of Science are due for retraining during the year 2019, since the training is only valid for 3 years, and the majority of members have not received training since 2014. It was also agreed on that two chief fire wardens are required for Duff Roblin due to the size of the building (one for the East side and one for the West side). The Faculty of Science occupies only the West side. EHS will contact occupants of the East side. EHS reminded the LASH committee that fumehoods should be closed during fire alarm. The LASH committee suggested that this information should be circulated.</p> </li> </ul>	<p>Request to <b>EHS</b> to provide reports &amp; guidelines to the LASH &amp; F.W</p> <p><b>EHS</b> will provide Fire Debrief reports to the LASH</p> <p>Request to <b>EHS</b> to attend a F.W/LASH special meeting to provide guidelines to Fire Chief Warden</p> <p><b>EHS</b> will provide FIRE Warden's training</p> <p>Nomination of a new Duff Robin West Fire Chief Warden</p> <p><b>EHS</b> Fume hoods guidelines during Fire Alarms</p>	<p><b>Letter to FOLLOW UP SYLVIE R. (DONE)</b></p> <p><b>EHS ONGOING</b></p> <p><b>LASH/EHS</b> February or March 2019</p> <p><b>EHS</b> Year 2019</p> <p><b>Biological Sciences Dept. Head (ASAP)</b></p> <p><b>EHS</b></p>
OCTOBER 2017	<ul style="list-style-type: none"> <li> <p><b>FOLLOW UP, LAB INSPECTIONS</b></p> <p>Co-chair Sylvie R. reported that following the letter that was sent to EHS on the behalf of the LASH Committee in November 2018, lab inspection reports were sent within one month to PIs in Biological Sciences. A summary of "repeatedly observed items" and "other items" recorded during the lab inspections in Chemistry, Biological Sciences and Physics and Astronomy was provided by EHS to the LASH committee within a month. Specific issues related to the lab inspection reports (missing information, dates of inspection) and access to EHSA database were discussed with Joey Bellino. EHS reported that the deficiencies they observed in the different labs in our faculty have been corrected. The LASH committee suggested that EHS identify the major items in their list of "repeatedly observed items" to identify which categories present higher hazards and to provide guidelines to help the LASH Committee to prioritize responses to allow the LASH to assist the Departments if appropriate/possible.</p> </li> </ul>	<p>Requested <b>EHS</b> to Provide Lab Inspections summary reports to the LASH <b>(DONE)</b></p> <p>Lab Inspections response (Deficiency status) Fac. of Sc. PIs</p> <p>Comment for <b>EHS</b> next Lab Inspections report (consideration)</p>	<p><b>Letter to FOLLOW UP SYLVIE R. (DONE)</b></p> <p>Joey B. Reported that all Deficiencies observed have been corrected</p>

INCIDENT REPORTS AND INVESTIGATIONS	FOLLOW UP
<p>The Faculty of Science <b>SUMMARY OF INCIDENTS</b> was presented to the <b>LASH COMMITTEE</b> and reviewed.</p> <p>Suggestions have been made and noted.</p>	<p><b>AN INCIDENT INVESTIGATED BY THE CHEMISTRY COMMITTEE WITH THE ASSISTANCE OF LASH COMMITTEE MEMBERS WAS REPORTED TO WORKPLACE MANITOBA BY THE EHS.</b></p> <p><b>A RECOMMENDATION TO REVIEW SAFETY GUIDELINES WILL BE MADE TO THE CHEMISTRY DEPARTMENT.</b></p> <p><b>AS A FOLLOW UP, THE LASH HAS RECOMMENDED THE FACULTY OF SCIENCE TO PROVIDE SUPPLIES TO EACH DEPARTMENT TO ASSIST PEOPLE AFTER USING THE SAFETY SHOWERS.</b></p> <p><b>LASH WILL FOLLOW UP WITH THE</b> assistance of EHS members.</p>

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

---

EMPLOYER CO-CHAIR, **KRYSTYNA KOCZANSKI**

---

Worker CO-CHAIR **SYLVIE RENAULT**