



LASH Safety Health Committee Minutes

Complete Name and Address of Workplace Faculty of Science 239 Machray Hall, 186 Dysart Road University of Manitoba, Winnipeg, MB R3T 2N2 Canada Phone: (204) 474-8256 Fax: (204) 474-7618 Which Committee: Faculty of Sc. Safety Committee Meeting date: September 4, 2013	EMPLOYER MEMBERS (LIST ALL) SCHULTZ, Trevor CARTER, Stephanie KOCZANSKI, Krystyna	Occupation Executive Assistant to the Dean Technician, Microbiology Dept. Instructor II, Chem. Dept.	Present X X X	Absent
	Worker Members (list all) DUBINSKI, Tom ORRIS, George Renault, Sylvie	Systems Admin., Computer Sc. Dept. Research Associate, Chem. Dept. Associate Professor, Biol. Sc. Dept.	X X X	
	Guests (list any) LERNER, Betty Pschulski, Ed	Safety Advisor Facilities Safety Consultant, EHSO	X X	

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
Sept 4, 2013	<p>Meeting commenced at 10:00AM</p> <ol style="list-style-type: none"> Welcome and Introductions – by Trevor Schultz Adoption of the agenda Training Provided – Ed Pschulski After introducing himself and his role in the University as Facilities Safety Consultant, Ed Pschulski proceed to introduce the Safety Committee Guidelines and Future Actions to the present members, the training focused on: <ol style="list-style-type: none"> Duties and Responsibilities of Safety Committee Members: <ul style="list-style-type: none"> Training schedules (2 working days by member), this meeting will be considered as 2 hours training. Minutes Acquisition: <ul style="list-style-type: none"> Type of Forms and location of template. Public Distribution and Posting Internal Distribution and backup Selection of New Safety Committee Members: <ul style="list-style-type: none"> Ed Pschulski advised the present members of the committee to request the assistance of students groups to select one undergraduate and one graduate student. Ed Pschulski advised the pre-selection of a pool of alternates to complement the quorum in case of absence/regrets of the regular members. Election of Co-Chairs <ul style="list-style-type: none"> Ed Pschulski provided a brief list of duties and responsibilities, including the alternation between Management and Workers Co-Chairs to conduct the Safety Committee Meetings, and setting of the Agenda. The election of future Co-Chairs by the employer members and the worker members would be conducted through email. Decision Making: <ul style="list-style-type: none"> Ed Pschulski explained different options to the members, and the selected option for future decision making was "consensus minus one" Future Inspections: <ul style="list-style-type: none"> Ed Pschulski will provide a tablet template based in an electronic application. The Faculty of Science Safety Committee will decide the workplaces to be inspected and the items and/or concerns the Faculty of Science Safety Committee will focus on during said inspections. Next Agenda <ul style="list-style-type: none"> Sylvie Renault proposed to discuss the "Working Alone Policy" and "Field Trip" Faculty of Science Policy, Form and Procedures George Orriss reported an incident at the Chemistry Dept. and proposed to discuss new procedures to consult between Constructors and Research groups to avoid potential accidents and interruption of research and educational activities. <p>Meeting Adjourned: 12:00 PM</p>	<ul style="list-style-type: none"> Minutes will be posted in the Faculty of Science Website Minutes will be send by email to SafeWork MB, E.P as backup and all member of the Faculty of Science Safety Committee To consult with the respective students associations to provide the name of students as potential candidates to the Faculty of Science Safety Committee. Members will provide potential candidates to participate in the pool of alternates <p>Emails will be send to invite employer members and worker members to select their respective Co-Chairs.</p>	<p>This First Session will be acquired by B.L with E.P's assistance. By September 11, 2013</p> <p>Trevor Schultz Before the next Safety Committee Meeting.</p> <p>By Trevor Schultz Before the next Safety Committee Meeting.</p> <p>Trevor Schultz By October 2013</p>

In my opinion, the above is an accurate record of this meeting.

Print name of Employer Co-Chair _____ To be selected _____

Print Name of Worker Co-Chair _____ To be selected _____

Signature _____ Signature _____