

**COMMITTEE MINUTE FORM**

See instructions <http://www.safemanitoba.com>

Phone (204) 945-3446

FAX (204) 948-2209



**UNIVERSITY  
OF MANITOBA**

Complete Name and Address of Workplace Faculty of Science 239 Machray Hall, 186 Dysart Road University of Manitoba, Winnipeg, MB R3T 2N2 Canada  <b>Phone:</b> (204) 474-8256 <b>Fax:</b> (204) 474-7618  Which Committee: Faculty of Science Safety Committee  Meeting date: January 17, 2014  Date of next meeting: To be decided  Number of employees at the workplace:	<b>EMPLOYER CO-CHAIR</b> <b>KOCZANSKI, KRYSZYNA</b>  <b>EMPLOYER MEMBERS (list all)</b> <b>SCHULTZ, TREVOR</b> <b>CARTER, STEPHANIE</b>	Occupation Instructor II, Chemistry Department  Executive Assistant to the Dean Technician, Microbiology Department	Present X  X X	Absent
	<b>Worker CO-CHAIR</b> <b>RENAULT, SYLVIE</b>  <b>Worker Members (list all)</b> <b>DREWNIAK, KENNETH</b> <b>ORRIS, GEORGE</b>	Associate Professor, Biological Sciences Department  Technician, Computer Science Dept. Research Associate, Chemistry Dept.	X X	Regrets
	<b>Guests (list any)</b> <b>WHITMORE, MARK</b>  <b>LERNER, Betty</b> <b>Pschulski, Ed</b>	Dean, Faculty of Science Safety Advisor, Faculty of Science Facilities Safety Consultant, EHSO	X X X	

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
January 17, 2014	Meeting commenced at 10:00 AM 1. Welcome and Introductions – by Mark Whitmore. 2. Adoption of the agenda and Minutes Overview – Selection of Co-Chairs by Trevor Schultz. 3. Training Provided – Ed Pschulski  1. Welcome and Introductions After introducing himself, Mark Whitmore expressed his support to this Committee, reflected over some of his safety concerns in the Faculty of Science, mentioned his request to the VP Admin and EHSO to provide a comprehensive report for the consideration of the Dean Office and this Safety Committee, and expressed his support for the committee.  2. Selection of New Co-Chairs Members of the Committee have voted and Co-Chairs have been selected. • Management Co-Chair: Krystyna Koczanski. • Worker Co-Chair: Sylvie Renault.  3. Training A. Near Misses and Accident Reports: • Clarification on the meaning of both terms were made. A brief explanation of a potential procedure for near missed was mentioned. Departments are not currently reporting near misses to EHSO. Some members pointed out that minor accidents are recorded within some Departments but this information is usually not reported EHSO. Kenneth Drewniak expressed his concerns regarding general the lack of knowledge regarding proper procedures to report different unacceptable situations, e.g. abuse at the workplace.  B. Fire Drills, Fire Safety Orientation : • Fire Drills are in progress during the month of January. A particular case was brought to the attention of the Dean Mark W. and all members of the committee where a professor prevented students from evacuating the classroom during a Fire Drill. • Stephanie Carter expressed her concerns regarding various safety “housekeeping” discussions/orientations happening with lectures/teaching labs, Fire Safety Orientations in particular. Betty Lerner informed the committee about the “Fire Safety Orientation” slide, distributed to Professors and Instructors to be used as a guideline for Fire Safety Orientation. Training is also offered at WHMIS Training Sessions for New Supervisors, Lab personnel, Volunteers, and Teaching Assistants.  C. Future Training and EHSO updates • Ed Pschulski advised his intent to engage Co-Chairs from all LASH Committees to participate in a Spring Workshop to discuss general concerns and solving strategies. • Betty Lerner mentioned different updates regarding EHSO requirements for chemical hardcopies, WHIP signs updates and the offered online Safety for Supervisors guide and quiz.  Meeting Adjourned: 11:30 AM	Ensure that the slides are discussed at the beginning of each term.	A general email was sent discussing “Response to fire alarms” from Dean Mark W. to <a href="mailto:science-all@lists.umanitoba.ca">science-all@lists.umanitoba.ca</a> on January 17, 2014.  Betty L. ongoing.

Co-Chairpersons’ Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

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

( ) Print name of Employer Co-Chair KOCZANSKI, Krystyna Signature \_\_\_\_\_

(X) Print Name of Worker Co-Chair SCHULTZ, Trevor Signature \_\_\_\_\_

In replacement of Sylvie Renault, absent with regrets



## SAFETY AND HEALTH COMMITTEE MINUTES

Home page: <http://www.safemanitoba.com> Click on "Minute Form" in PDF format to print and fill in your meeting information outlined below (Instructions for Completion of Minute Forms) for faxing or mailing. If you prefer to email your completed minute form, use the Word format and forward to [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)

Phone: 1-800-282-8069 ext. 5718

FAX for Committee Minutes: (204) 948-2209

Your committee must meet four or more times per year. Completed minutes of each meeting of the safety and health committee at your workplace must be faxed, mailed to Workplace Safety and Health or e-mailed to [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca). You can use the Workplace Safety and Health Committee Minute Form or set up your own format containing all the information in our form.

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at your workplace and the Workplace Safety and Health with information on your committee's activities and progress to date.

If you are unable to resolve an issue yourselves, phone or write your Safety and Health Officer for assistance in finding a solution. If you would like assistance with making your committee more effective, call the Safety and Health Committee Coordinator at 945-5718 or 1-800-282-8069 extension 5718.

### Instructions For Completion Of Minute Forms

**1 You must complete all information in top boxes:**

**Full Name & Full Address of Workplace** - must include Department & Branch, where applicable.

**Which Committee** - needs to be completed only if you have more than one committee at the same address.

**Number of Employees at the Workplace** - the number at the workplace, not the number on the committee.

- 2 In the first column "**Origin**" indicate the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- 3 In the second column "**Concern or Problem**" list the details of items discussed. Draw a line across the page to separate each issue.
- 4 In the third column "**Recommendation or Action Taken**" indicate what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- 5 In the last column "**Action By**" fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
- 6 In the bottom section "**Other Business**" record any points not covered such as upcoming elections or date of next meeting.
- 7 **Both** management and worker co-chairs must sign each page of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting. NOTE: If you are emailing your minutes then you are only required to provide the names of the two co-chairs.
- 8 Distribution of copies must be done within one week following the committee meeting:
  - a) Distribute copies to committee members, alternates, and relevant managers.
  - b) Keep one copy at the workplace for a period of at least 10 years from the date of the meeting.
  - c) Send one copy to Workplace Safety and Health - by mail to the address above, fax minutes to (204) 948-2209, e-mail to the above address or electronically.
  - d) Post one copy on the safety and health committee bulletin board(s).

**SETTING AGENDAS:** It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board **prior** to each meeting and distributed to committee members **at least 3** clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

- 1 **Review minutes of last meeting.** You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
- 2 **Review issues resolved by individual committee members or supervisors.**
- 3 **Review illness, injuries and accidents since last meeting.** This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
- 4 **Consider new concerns or problems.** These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
- 5 **Review of educational material and availability of safety and health training programs.**