



LASH Safety Health Committee 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 SAFETY COMMITTEE Meeting Date: OCTOBER 8, 2014 Date of next meeting: DECEMBER 2014 Number of employees at the workplace | EMPLOYER CO-CHAIR KRISTYNA KOCZANSKI EMPLOYER MEMBERS (LIST ALL) TREVOR SCHULTZ STEPHANIE CARTER | OCCUPATION SENIOR INSTRUCTOR, CHEMISTRY DEPARTMENT EXECUTIVE ASSISTANT TO THE DEAN TECHNICIAN, MICROBIOLOGY DEPARTMENT | Present X X X | Absent |
| | Worker Co-CHAIR SYLVIE RENAULT Worker Members (LIST ALL) KENNETH DREWNIAK GEORGE ORRISS | ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT TECHNICIAN, COMPUTER SCIENCE DEPT. RESEARCH ASSOCIATE, CHEMISTRY DEPT. | X X X | |
| | Guests (LIST ALL) BETTY LERNER ED PSCHULSKI | SAFETY ADVISOR, FACULTY OF SCIENCE FACILITIES SAFETY CONSULTANT, EHSO | X | X |
| | | | | |

| TIME | REMARKS |
|------------------------------------|--|
| Starting 10:00 Ending 12:00 | Co-Chair chairing this session: KRISTYNA KOCZANSKI Co-Chair Welcome, approval of Agenda. Discussion and Approval of Minutes from May 27 and June 11, 2014 Meeting adjourned |

| BUSINESS ARRIVING FROM THE PREVIOUS MINUTES | FOLLOW UP |
|--|---|
| PHYSICAL PLANT Work Orders originated from the last LASH COMMITTEE SESSION on June 11, 2014 (1) | List of Work Orders place and current progress has been reported to the LASH COMMITTEE. A letter requesting a potential completion dates will be send to Physical Plant |
| PHYSICAL PLANT Cleaning Schedules originated from the last LASH COMMITTEE SESSION on June 11, 2014 (1) | A meeting to request clarification of the different cleaning schedules to be communicated to the Departmental Heads and Deans before implementation will be schedule between Caretaker Director Diane Lesko, Physical Plant Management and Safety Coordinator |
| Training of LASH COMMITTEE MEMBERS | Online resources will be facilitated to LASH COMMITTEE MEMBERS to complete training according to their interest and nature of work |



| 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 below. | | Coordinate an additional LASH COMMITTEE meeting to discuss and clarify responsibilities and services been provided by Security Services (2) | |
| DATE OF ORIGIN | SAFETY AND HEALTH CONCERNS AND PROBLEMS | RECOMMENDATION OR ACTION TO BE TAKEN | ACTION BY (WHO & WHEN) |
| OCTOBER 8, 2014 10:00 AM | CHAIR KRYSZYNA KOCZANSKI Motion to move on the agenda the reading of The "FACULTY OF SCIENCE SUMMARY OF INCIDENTS" after the approval of agenda and minutes | VOTE: Unanimous Approval of the motion | Implemented immediately |
| OCTOBER 8, 2014 10:00 AM | Following the "FACULTY OF SCIENCE SUMMARY OF INCIDENTS" reading, due to the refusal of one "out of town" student to call 911, or visit the Hospital, several Members have voiced their concern regarding the lack of medical staff available for consultation in case of minor incidents | A recommendation will be made after the members reach a better understanding of the needs and requirements | BETTY LERNER Will provide more information regarding the available resources |
| OCTOBER 8, 2014 10:00 AM | As a result of the Investigation of Incident conducted by KRYSZYNA K. and BETTY L. the committee has been made aware of the need to ensure all TAs and students from the INTERNATIONAL COLLEGE OF MANITOBA (ICM) receive WHMIS Training and Laboratory Safety Procedures while using the Faculty of Science facilities | Revision of the type of WHMIS training and onsite training provided to the TAs Revision of the level of Lab Safety training and PPE required to follow/use by ICM students in the DEPARTMENTS of the FACULTY OF SCIENCE | KRYSZYNA K., SYLVIE RENAULT AND BETTY LERNER To Follow Up |
| SEPTEMBER 4, 2014 | The Head of the CHEMISTRY DEPARTMENT brought to the attention of the Fac. of Science Safety Coordinator his concerns regarding the alteration of cleaning schedules affecting the Parker Bldg. Other members have added their concern regarding these same issues in their respective departments. The reduced number of garbage removal in certain areas has increased the number of insects and the risk of potential infestations in general areas and the hallways in particular. | The LASH COMMITTEE will consult with the Physical Plan Management to review the new routes and schedules to mitigate the impact of the reduced schedules to prevent unsanitary conditions at the workplace A recommendation to consult, revise and communicate further changes to the HEADS OF DEPTS. in the FACULTY OF SCIENCE before said changes are implemented | BETTY LERNER and TREVOR SCHULTZ Meeting and Follow Up |
| OCTOBER 8, 2014 10:00 AM | Several members brought to the attention of the LASH COMMITTEE concerns regarding SECURITY SERVICE'S duties and nature and type of procedures to respond in case of different incidents or emergencies, especially the guidance to the sites of EMERGENCY RESPONDERS as well as the need to aim for a more fluent communication during said procedures. | Identify how to address this concern and discuss it as part of an additional LASH COMMITTEE SESSION to be scheduled on December 2014 with Security Services Representatives (2) | BETTY LERNER Schedule a meeting on DECEMBER 2014 |



| DATE OF ORIGIN | SAFETY AND HEALTH CONCERNS AND PROBLEMS | RECOMMENDATION OR ACTION TO BE TAKEN | ACTION BY (WHO & WHEN) |
|-----------------|--|---|--|
| MAY 27, 2014 | FOLLOW UP how the INVIGILATORS are expected to proceed once the students have vacated the building during a Fire Alarm. | This issue should be clarified by the REGISTRAR'S OFFICE and a recommendation that INVIGILATORS should be informed that in case of a Fire Alarm No Invigilator should remain in the Bldg. will be made An email to communicate/clarify the new responsibilities of Invigilators during a Building Evacuation will be send to Instructors and Invigilators Invigilator's responsibilities will be incorporated to TAs and NEW FACULTY MEMBERS WHMIS training | ED PSCHULSKI During the previous LASH session has Volunteered to contact the REGISTRAR'S OFFICE BETTY LERNER Will send the email BETTY LERNER Will update the TAs WHMIS online training |
| MAY 27, 2014 | FUTURE LAB INSPECTIONS TRAINING will be provided for the LASH COMMITTEE MEMBERS (The DEPARTMENT OF CHEMISTRY conducts a yearly Self Inspection at the end of October) | Training To be scheduled | ED PSCHULSKI (As soon as Possible) |
| OCTOBER 8, 2014 | The employer "... must ensure that committee members are trained to fulfill their duties as members of the committee" (PART 3.2.1 OF THE REGULATION) | Online resources and Links will be facilitated to LASH COMMITTEE MEMBERS to complete safety and health training seminars according to their respective fields/interests | BETTY LERNER Ongoing, periodically |
| OCTOBER 8, 2014 | The SAFETY COORDINATOR has express concern regarding the communication of procedures to follow in case of Ebola Symptoms or potential cases reported at the FACULTY OF SCIENCE | Email to consult with EHSO what the recommendations are for INSTRUCTORS and SAFETY COORDINATOR | BETTY LERNER (As soon as Possible) |

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

EMPLOYEE CO-CHAIR DR. KRYSZYNA KOCZANSKI
CHAIRING THIS SESSION

WORKER CO-CHAIR DR SYLVIE RENAULT