



# 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> PHONE: (204) 474-8256 FAX: (204) 474-7618  <b>Committee:</b> FACULTY OF SCIENCE SAFETY COMMITTEE  <b>Meeting Date:</b> <b>December 3rd, 2014</b>  <b>Date of next meeting:</b> <b>DECEMBER 2014</b>  <b>Number of employees at the workplace</b>	<b>KRISTYNA KOCZANSKI</b>  <b>EMPLOYER MEMBERS (LIST ALL)</b> <b>TREVOR SCHULTZ</b> <b>STEPHANIE CARTER</b>	<b>SENIOR INSTRUCTOR, CHEMISTRY DEPT.</b>  <b>EXECUTIVE ASSISTANT TO THE DEAN</b> <b>TECHNICIAN, MICROBIOLOGY DEPARTMENT</b>	X  X X	
	<b>Worker Co-CHAIR</b> <b>SYLVIE RENAULT</b>	<b>ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT</b>	X	
	<b>Worker Members (LIST ALL)</b> <b>KENNETH DREWNIAK</b> <b>GEORGE ORRISS</b>	<b>TECHNICIAN, COMPUTER SCIENCE DEPT.</b> <b>RESEARCH ASSOCIATE, CHEMISTRY DEPT.</b>	X X	
	<b>Guests (LIST ALL)</b> <b>RICH JANSEN</b> <b>BETTY LERNER</b> <b>ED PSCHULSKI</b>	<b>DIRECTOR, SECURITY SERVICES DEPT.</b> <b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b> <b>FACILITIES SAFETY CONSULTANT, EHSO</b>	X X	X (regrets)

TIME	REMARKS
Starting 10:00	Co-Chair chairing this session: <b>SYLVIE RENAULT</b> Co-Chair Welcome, approval of Agenda. Introduction of <b>RICH JANSEN (guest)</b> Discussion and Approval of Minutes from October 8, 2014
Ending 12:30	Meeting adjourned

BUSINESS ARRIVING FROM THE PREVIOUS MINUTES	FOLLOW UP
No Previous Business were discussed during the session	N/A



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
<p>DECEMBER 3<sup>RD</sup>, 2014 10:00 AM</p>	<p><b>CHAIR SYLVIE RENAULT</b> Motion to postpone the reading of The "FACULTY OF SCIENCE SUMMARY OF INCIDENTS" after the discussion with the guest has been completed and the guest has left the session.</p>	<p><b>VOTE:</b> Unanimous Approval of the motion</p>	<p>Implemented immediately</p>
<p>DECEMBER 3<sup>RD</sup>, 2014 10:00 AM</p>	<p>INTRODUCTION OF THE GUEST, RICK JANSEN</p> <p>ITEMS ADDRESSED:</p>	<p>RICK JANSEN provided a brief description of the role of Security Services and his role in the Security Service Dept. as new director.</p>	
<p>DECEMBER 3<sup>RD</sup>, 2014 10:00 AM</p>	<p>BEST NUMBER TO CALL DURING AN EMERGENCY</p> <p><b>RICK JANSEN:</b> The caller can call either 911 directly or 555 from a land line.</p>	<p>Implement training/awareness to all staff and students to provide the best procedures to contact emergency responders during an emergency</p>	<p>TO BE DISCUSSED, LASH Next Session</p>
<p>DECEMBER 3<sup>RD</sup>, 2014 10:15 AM</p>	<p>"CIVIC SERVICES ARE ASSISTED TO CAMPUS LOCATIONS UNDER THE GUIDANCE OF SECURITY SERVICES."<sup>1</sup></p> <p><b>RICK JANSEN:</b> Security Services will no longer escort Emergency Services (fire fighters, ambulances or police patrols) to campus locations. Security Services will meet emergency personnel at the location of the incident. The change was made to ensure we were compliant to the regulations under the Provincial Highway Traffic act.</p> <p>Rick Jansen has mentioned that he has personally provided maps with buildings locations to the Fire Department and Ambulances to help them localize areas on campus.</p>	<p>Next session: discuss Further if according to the LASH members this change of procedures needs to be addressed and followed up with a notification to Deans/Heads of Departments and/or any other staff members via email.</p>	<p>Follow Up on the next LASH Session</p>
<p>DECEMBER 3<sup>RD</sup>, 2014 10:30 AM</p>	<p><b>RICK JANSEN:</b> More than seven thousand calls are made to Security Services each year, answered by 36 staff members. Security Services operates 24/7 and our members work 12 hours shifts. Each shift has 6 crew members. Security Rounds now include 525 scan points with QR Cube Codes are scanned by the personnel and new locations can be added if new critical areas are identified or requested by staff members.</p>	<p>Previously, a request has been made by a Staff Member to add a Scan Point in Duff Roblin Bldg. basement level.</p> <p>AN EMAIL WILL BE SEND TO RICK JANSEN WITH THE INFORMATION AND PRECISE LOCATION OF THE REQUESTED SCAN POINT</p>	<p>SYLVIE RENAULT, BETTY LERNER DONE DECEMBER 3, 2014</p>

<sup>1</sup> [https://umanitoba.ca/admin/vp\\_admin/risk\\_management/media/UMERPlanAug08.pdf](https://umanitoba.ca/admin/vp_admin/risk_management/media/UMERPlanAug08.pdf)



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<p>DECEMBER 3RD, 2014 10:40 AM</p>	<p><b>TYPE OF HEALTH EMERGENCY RESPONSE PROVIDED BY THE SECURITY SERVICES DEPT.:</b></p> <p><b>RICK JANSEN:</b> Security Services will answer all type of calls, including assaults, mental health, sexual assaults, robberies, etc. All Security Service personnel responding an emergency call have completed a First Aid training certification course, and will provide basic first aid if needed, until emergency responders arrive to the site, the individual can travel to a Health Facility by him/herself if they can or by emergency personnel.</p> <p><b>LASH MEMBER:</b> In the case where a person refuses to be assisted by emergency responders or to seek medical attention (e.g. a person in shock, or where there are strong suspicions of depression and maybe suicide) would Security Services staff be able to help? Is there anything they can do?</p>	<p>INFORMATION REGARDING THE DIFFERENT TYPE OF SUPPORT PROVIDED BY SECURITY SERVICES WILL BE DISTRIBUTED TO PROFESSORS AND INSTRUCTORS, DURING COUNCIL MEETINGS/TRAINING TO MAKE THEM AWARE OF THE SERVICES AVAILABLE DURING A MEDICAL/PSYCHOLOGICAL EMERGENCY.</p>	<p>WHMIS / SAFETY COORDINATORS &amp; HEADS OF DEPARTMENTS</p>
<p>DECEMBER 3RD, 2014 11:00 AM</p>	<p><b>RICK JANSEN:</b> The staff is trained to respond to emergencies, and talk to the person in distress. Security Services does not have the authority to detain anyone under the Mental Health Act. If required our members will contact Winnipeg Police to assist in dealing with the matter. Security Services will try to reason and talk with reluctant individuals to seek medical or psychological assistance.</p>		
<p>DECEMBER 3RD, 2014 11:15 AM</p>	<p><b>LASH MEMBER:</b> Would it be possible for Security Services to communicate to the Faculty when an incident has occurred? What type of information will Security Services be able to provide to the Deans and Departmental Heads?</p> <p><b>RICK JANSEN:</b> Reports to Faculties are no longer provided, Security Services has replaced the previous system with monthly reports published on the Security Services website and distributed through an email list. Depending on the severity of the incident, Security Services will notify the Dean or Department Head of the building in question. In the case of insecure rooms found on campus that might contain hazardous material or other chemicals, Security Services will notify EHSO for follow up.</p>	<p>THE FACULTY OF SCIENCE SAFETY COORDINATOR WILL BE INCORPORATED TO THE EMAILING LIST TO RECEIVE THE MONTHLY REPORTS, AND FURTHER DISTRIBUTED TO DIFFERENT PERSONNEL AT THE FACULTY LEVEL</p>	<p><b>RICK JANSEN</b> WILL INCLUDE THE FACULTY OF SCIENCE SAFETY COORDINATOR IN THE MONTHLY REPORT'S DISTRIBUTION LIST: <b>DONE</b></p> <p>FACULTY OF SC. INTERNAL EMAIL DISTRIBUTION LIST'S TO BE DECIDED BY THE DEAN OF THE FACULTY. <b>TO DO</b></p>



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<p>DECEMBER 3RD, 2014 11:30 AM</p>	<p><b>LASH member:</b> Who is responsible to lock the Buildings During weekends and Holidays? <b>RICK JANSEN:</b> Security Services will lock main doors of the buildings during weekends and Holidays, but the tunnel doors will be open. Security Services has found that some areas are often busy after regular hours, and that building occupants often leave unlocked certain areas that should be left locked, e.g. laboratories. In these cases a card is left at the site requesting that in the future the door be secured. The information will be added to the statistics in the monthly report as "unsecure areas or doors left unlocked." <b>LASH MEMBER:</b> <b>PHYSICAL PLANT</b> has informed the Faculty of Science that there is a risk of frost if in certain areas (basement in particular the air circulation is interrupted by closing the doors for a long period of time. This should be taken into consideration if a decision is made to close a particular building or area.</p>	<p><b>RICK JANSEN HAS OFFERED TO LOCK ANY AREA OR BUILDING THAT THE FACULTY OF SCIENCE DEEMS NECESSARY TO BE SECURE DURING WEEKENDS AND HOLIDAYS.</b></p>	<p><b>NO ACTIONS REQUIRED</b></p>
<p>DECEMBER 3RD, 2014 11:40 AM</p>	<p><b>RICK JANSEN:</b> It is important to remind staff that overnight stays are not allowed on campus.</p>	<p>Next session: discuss Further if any actions are required to remind staff/Janitors, if overnight stays are noticed and how to respond to those events.</p>	<p><b>NEXT LASH SESSION FOLLOW UP/DISCUSSION</b></p>
<p>DECEMBER 3RD, 2014 11:45 AM</p>	<p><b>LASH MEMBER:</b> In the past, Security Service role in the case of emergencies during a field trip was unclear (lack of procedures or miscommunication between the Security Service staff) What is the Procedure followed by Security Service to respond in case of emergencies during a Field Trip? NOTE: When students are going on field trips (teaching/research), the Faculty of Science departments send a form to Security Service with emergency contact information. <b>RICK JANSEN:</b> There is a new procedure in place dated 2014-01-01 and the desk personnel is trained to follow it. The response varies according to the cases and gravity of the emergency in progress. In case of a grave accident or death, the police will be contacted to report the incident to the next of kin or the emergency contact provided by the staff/student.</p>	<p><b>SECURITY SERVICES WILL FORWARD A COPY OF THE PROCEDURE TO THE SAFETY COORDINATOR</b></p> <p><b>REVISE THE PROCEDURE DURING THE NEXT LASH SESSION "STANDARD OPERATING PROCEDURE (SOP) TRAVEL EMERGENCY NOTIFICATION"</b></p>	<p><b>RICK JANSEN, DONE</b></p> <p><b>BETTY LERNER</b> will provide the copy of the SOP to all LASH and Biological Safety Group members</p> <p><b>NEXT LASH SESSION</b></p> <p><b>NEXT BIOLOGICAL SAFETY GROUP MEETING SESSION DECEMBER 19, 2014</b></p>



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DECEMBER 3RD, 2014 11:50 AM	<p><b>SAFETY COORDINATOR:</b> Would it be possible to coordinate Self Defense training or Orientation for Administrative Personnel of the Faculty? Preferably a short orientation no longer than two hours long.</p> <p><b>RICK JANSEN:</b> There are two different types of training R.A.D. (Rape Aggression Defense) orientated for women's self defense, and non violent response. At the moment only the RAD program training is available and requires at least 12 hours to be completed.</p>	OFFER THE RAD TRAINING TO ADMINISTRATIVE PERSONNEL AT THE FACULTY OF SCIENCE AT THE DISCRETION OF EACH DEPARTMENT	BETTY LERNER WILL PROVIDE THE INFORMATION TO DEPARTMENTAL HEADS
DECEMBER 3RD, 2014 11:55 AM	<p><b>SAFETY COORDINATOR:</b> Is there any training provided or material recommended from the ones offered by the U.S. on how to respond during an "active shooting"?</p> <p><b>RICK JANSEN:</b> Office of Risk Management is working on the preparation of material to provide to the University Personnel in the future. Any material available from a respected institution in US would be adequate.</p>	ASSIST WITH THE SELECTION OF AN ACTIVE SHOOTER SAFETY VIDEO, APPROPRIATE AND EASILY ADAPTABLE TO CANADA. THE FACULTY OF SCIENCE WILL PROVIDE A SAFETY ORIENTATION FOR ADMINISTRATIVE PERSONNEL	BETTY LERNER RICK JANSEN TO BE DONE
DECEMBER 3RD, 2014 12:00 PM	<p><b>LASH MEMBER:</b> How to respond in case of a threat? Especially on areas where the attention of the students is frequent, like the Dean's office and General Departmental Offices.</p> <p><b>RICK JANSEN:</b> In case of a threat contact Security Services, and do not just relay on Panic Buttons, since they might provide a false sense of security. Try to interview or assist students in areas where there is a lot of traffic instead of isolated offices. If a violent response might occur try to have more than one staff member in the area.</p>	TO BE INCORPORATED INTO ADMINISTRATIVE PERSONNEL'S ORIENTATION	BETTY LERNER RICK JANSEN TO BE DONE
<b>INCIDENT REPORTS AND INVESTIGATIONS</b>		<b>FOLLOW UP</b>	
<p>The Faculty of Science SUMMARY OF INCIDENTS was presented to the LASH COMMITTEE and reviewed. Suggestions have been made and noted.</p> <p>As result of an Investigation of Incidents, following an incident report, a new training and "New Personnel Checklist" has been incorporated to the Co-op Program to insure an uniform and adequate training for all participants</p> <p>In response of several incidents in the Autoclave room at Buller Bldg. a new MANDATORY online training and quiz has been implemented for all users of the room.</p>		<p>PHYSICAL PLANT WILL ADDRESS THE ISSUE OF ELECTRICAL PANELS WITH SHARP EDGES TO PREVENT FUTURE INCIDENTS</p> <p>A NEW SAFETY GROUP WILL BE CREATED FOR THE LET'S TALK SCIENCE PROGRAM</p>	



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

EMPLOYEE CO-CHAIR DR. KRYSZYNA KOCZANSKI

WORKER CO-CHAIR DR SYLVIE RENAULT  
CHAIRING THIS SESSION