



Local Area Safety Health Committee (LASH) 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: April 8th, 2015 Date of next meeting: DECEMBER 2014 Number of employees at the workplace	EMPLOYER CO-CHAIR KRISTYNA KOCZANSKI	OCCUPATION SENIOR INSTRUCTOR, CHEMISTRY DEPT.	Present	Absent
	EMPLOYER MEMBERS (LIST ALL) TREVOR SCHULTZ STEPHANIE CARTER	EXECUTIVE ASSISTANT TO THE DEAN TECHNICIAN, MICROBIOLOGY DEPT.	X	
	Worker CO-CHAIR SYLVIE RENAULT	ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT		X regrets
	Worker Members (LIST ALL) KENNETH DREWNIAK GEORGE ORRISS	TECHNICIAN, COMPUTER SCIENCE DEPT. RESEARCH ASSOCIATE, CHEMISTRY DEPT.	X X	
	Guests (LIST ALL) FRAUKE FEHRMANN (SYLVIE RENAULT'S SUBSTITUTE) RICK JANSEN BETTY LERNER ED PSCHULSKI	EQUIPMENT TECHNICIAN, BIOLOGICAL SCIENCES DEPARTMENT DIRECTOR, SECURITY SERVICES DEPARTMENT SAFETY COORDINATOR, FACULTY OF SCIENCE FACILITIES SAFETY CONSULTANT, EHSO	X X	 X regrets X regrets

TIME	REMARKS
Starting 10:00	Co-Chair chairing this session: KRISTYNA KOCZANSKI Co-Chair Welcome, approval of the Agenda. Introduction of FRAUKE FEHRMANN (substitute for Sylvie Renault) Discussion and Approval of Minutes from December 3rd, 2014 Summary of Incidents and investigation Reports Discussion of Business arriving from Previous Minutes
Ending 11:40	Meeting adjourned

BUSINESS ARRIVING FROM THE PREVIOUS MINUTES	FOLLOW UP
Previous Business were discussed during the session	A letter will be send by the Chair to Security Services as follow-up



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
APRIL 8, 2015 10:00 AM	HEALTH CONCERN: AS A RESULT OF AN ERGONOMIC EVALUATION CONDUCTED BY JUDY SHIELDS (EHSO) AND TO PREVENT POTENTIAL HAND/WRIST INJURIES, THREE DIFFERENT ERGONOMIC MICE MODELS WERE CIRCULATED TO TRY OUT BETWEEN THE ADMINISTRATIVE PERSONNEL AT THE DEAN'S OFFICE, AND AS A RESULT 9 NEW UNITS WERE ORDERED. THE MICE WILL BE OFFERED AS A TRY OUT TO OTHER DEPARTMENTS AND RECOMMENDED TO OTHER ADMINISTRATIVE OFFICES AT THE FACULTY OF SCIENCE TO BE ORDER AT THE DISCRETION OF EACH DEPARTMENT.	THREE DIFFERENT ERGONOMIC MICE HAVE BEEN CIRCULATED AMONG THE DEAN'S OFFICE PERSONNEL TO DETERMINATE IF AND WHICH MODEL MIGHT BE BETTER SUITED FOR THEIR USE.	TREVOR SHULTZ BETTY LERNER IN PROGRESS
APRIL 8, 2015 10:15 AM	5 NEW AUTOMATIC EXTERNAL DEFIBRILLATORS WHERE INSTALLED NEW VOLUNTEERS HAVE BEEN ENGAGES AS AED MONITORS AND HAVE RECEIVED THE TRAINING TO CHECK THE UNITS AS REQUIRED.	NOTIFICATIONS TO THE HEARTH AND STROKE FOUNDATION, EHSO AND SECURITY SERVICE WITH THE UNIT'S LOCATION WERE SENT. MONTHLY REMINDERS WILL BE SEND TO AED MONITORS TO CONDUCT THE UNIT'S CHECKS	BETTY LERNER DONE
APRIL 8, 2015 10:20 AM	FIRE EVACUATION BUILDING DEBRIEF FOLLOW-UP: AS PART OF THE DEBRIEF FOLLOWING THE EVACUATION OF THE PARKER BLDG. ON MARCH 30, 2015 WHERE A FIRE ALARM AUDIBILITY CONCERN WAS REPORTED IN THE GLASSBLOWER ROOM. THE DOOR WAS CLOSED AND THE NOISE IN THE ROOM DUE TO THE WORK IN PROGRESS PREVENTED THE OCCUPANT FROM HEARING THE FIRE ALARM AT THE TIME OF BLDG. EVACUATION.	AN EMAIL WAS SENT TO EHSO REQUESTING TO CONDUCT A RISK ASSESSMENT IN THE PREMISES. A WORK ORDER WAS PLACED WITH PHYSICAL PLANT EVALUATE HOW TO SOLVE THIS ISSUE. A "DO NOT ENTER" SIGN WILL BE USED INSTEAD OF CLOSING THE DOORS OF THE ROOM TO PREVENT BLOCKING THE SOUND IN CASE THE FIRE ALARM IS TRIGGERED WHILE WORKING IS IN PROGRESS.	BETTY LERNER DONE FOLLOW UP: BETTY LERNER IN PROGRESS
APRIL 8, 2015 10:35 AM	A MEETING WAS CONDUCTED ON APRIL 6, 2015 WITH THE PURPOSE OF DISCUSS THIS AND OTHER SAFETY CONCERNS BETWEEN THE HEAD OF THE CHEMISTRY DEPARTMENT, DR. PETER BUDZELAAR; THE CHEMISTRY WHMIS COORDINATOR, KRYSZYNA KOCZANSKI AND THE SAFETY COORDINATOR, BETTY LERNER. A FIRE ALARM AUDIBILITY CONCERN WAS ALSO REPORTED IN SIMILAR CIRCUMSTANCES AT THE BULLER BLDG. 312 TEACHING LABS ON JANUARY 2014. A NOTIFICATION WAS SENT AT THE TIME AND REPAIRS HAVE NOT BEEN COMPLETED.	DR. PETER BUDZELAAR AND THE GLASSBLOWER WILL NEED TO BE CONSULTED AFTER THE RISK ASSESSMENT PROCESS DUE TO THE UNIQUE CHARACTERISTICS OF THE WORK CONDUCTED IN THE ROOM BEFORE NEW SAFETY MEASURES ARE IMPLEMENTED A FOLLOW-UP CALL WILL BE MADE TO PHYSICAL PLANT.	FOLLOW UP: BETTY LERNER IN PROGRESS BETTY LERNER APRIL 2015
APRIL 8, 2015 10:50 AM	IT WAS REPORTED IN THE FIRE DEBRIEF DATED FEBRUARY 02, 2015 THAT THE COMMUNICATION BETWEEN THE BLDG. CHIEF FIRE WARDEN AND PHYSICAL PLANT WAS NOT SUCCESSFUL. ACCORDING TO THE FIRE PLAN GUIDELINES, CHIEF FIRE WARDENS SHOULD WAIT IN A SAFE LOCATION NEAR THE ELECTRICAL PANEL DURING A BUILDING EVACUATION, WHERE THEY WILL REPORT ANY SAFETY CONCERNS/PERSONS LEFT BEHIND TO THE FIRE FIGHTERS AND PHYSICAL PLANT, AND BE NOTIFIED OF THE "ALL CLEAR" ONCE IT IS SAFE TO RE-ENTER THE BUILDING.	PHYSICAL PLANT MANAGER, BRUCE ALEXANDER WAS CONTACTED TO COORDINATE EFFORTS AND ESTABLISH A BETTER COMMUNICATION DURING THE EVACUATION BLDG. PROCESS IN THE FUTURE WITH THE PHYSICAL PLANT ENGINEERS IN THE FUTURE.	BETTY LERNER MARCH 20, 2015 DONE



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
APRIL 8, 2015 11:05AM	<p>PREVIOUS BUSINESS FOLLOW-UP: SECURITY SERVICE WILL SUBMIT AN EMAIL NOTIFYING TO THE FACULTY OF SCIENCE'S DEANS, HEADS OF DEPARTMENTS AND/OR ANY OTHER STAFF MEMBERS VIA EMAIL THE CHANGE ON PROTOCOLS REGARDING THE EMERGENCY RESPONDERS GUIDANCE FROM THE FRONT ENTRANCE TO THEIR DESTINATION (EMERGENCY'S LOCATIONS). SAID LETTER WAS NOT RECEIVED AT THIS TIME.</p> <p>A REQUEST TO ESTABLISH A NEW PROCEDURE TO COMMUNICATE TO THE FACULTY WHEN AN INCIDENT HAS OCCURRED WILL BE REQUEST.</p>	<p>SEND A LETTER TO RICK JANSEN REQUESTING THAT A LETTER WITH AN UPDATE OF THE CURRENT EMERGENCY RESPONSE PROTOCOLS WILL BE SENT.</p> <p>VOTE: UNANIMOUS APPROVAL OF THE MOTION</p>	<p>KRISTYNA KOCZANSKI BY APRIL 2015</p>
APRIL 8, 2015 11:15AM	<p>REQUEST TO HOLD MORE RAPE AGGRESSION DEFENSE TRAINING SESSIONS THAT WILL ALLOW THE FACULTY OF SCIENCE STAFF TO ATTEND DURING WORKING HOURS HAS BEEN MADE AND CONSENTED BY RICK JANSEN, WHO HAS ADVISE ROBERT RYBACKI WILL BE CONTACTED.</p>	<p>OFFER THE RAD TRAINING TO ADMINISTRATIVE AND FACULTY PERSONNEL AT THE FACULTY OF SCIENCE AT THE DISCRETION OF EACH DEPARTMENT</p>	<p>RICK JANSEN DONE</p> <p>THE SAFETY COORDINATOR WILL CONTACT ROBERT RYBACKI BY APRIL 2015 IN PROGRESS</p>
APRIL 8, 2015 11:30 AM	<p>HAZARDOUS MATERIALS: A NEW REGULATION WAS APPROVED BY THE GOVERNMENT OF CANADA REGARDING HAZARDOUS PRODUCTS REGULATIONS, WHICH ALIGNS WITH THE PRINCIPLES OF THE GLOBALIZED HARMONIZED SYSTEM (GHS). THE NEW SYSTEM WILL BE CALLED "WHMIS 2015", WHILE THE CURRENTLY USED ONE WILL BE REFERRED TO AS "WHMIS 1988". THE TRANSITION PERIOD WILL STILL NEED TO BE ESTABLISHED BY THE PROVINCE OF MANITOBA. THE FACULTY OF SCIENCE WILL COMPLY WITH THE PROVINCE'S MANDATES AT THE TIME OF THEIR PUBLICATION.</p>	<p>THE ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO) WILL MAINTAIN THE UNIVERSITY OF MANITOBA AWARE OF ANY FURTHER UPDATES FROM THE PROVINCE AND PROVIDE TRAINING MATERIAL AND FURTHER STEPS TO FOLLOW IN ORDER TO COMPLY WITH THE NEW REGULATIONS DICTATED BY THE PROVINCE.</p>	<p>EHSO WILL COMMUNICATE UPDATES TO: DEANS & HEADS OF DEPARTMENTS WHMIS / SAFETY COORDINATORS AND SUPERVISORS</p>
APRIL 8, 2015 11:35 AM	<p>BETTY LERNER AND FRAUKE FERHMANN PRESENTATION AND DISCUSSION OF THE PROTOCOLS USED TO OBTAIN INFORMATION AND WAIVERS FROM THE FIELD TRIP PARTICIPANTS AND TO PROVIDE EMERGENCY INFORMATION TO SECURITY SERVICES. DISCUSSION: IN CASE OF AN INCIDENT/ACCIDENT WHO SHOULD BE CONTACTED?</p>	<p>FOLLOW-UP THIS CONCERN WITH SECURITY SERVICES AND THE LEGAL OFFICE AT THE UNIVERSITY OF MANITOBA</p>	<p>FIELD TRIP GROUP: FRAUKE FEHRMANN SYLVIE RENAULT BETTY LERNER</p>
APRIL 8, 2015 11:40 AM	<p>SESSION ADJOURNED</p>		



INCIDENT REPORTS AND INVESTIGATIONS	FOLLOW UP
<p>The Faculty of Science SUMMARY OF INCIDENTS was presented to the LASH COMMITTEE and reviewed. Suggestions have been made and noted.</p> <p>PHYSICAL PLANT WILL ADDRESS THE ISSUE OF ELECTRICAL PANELS WITH SHARP EDGES TO PREVENT FUTURE INCIDENTS</p>	<p>PHYSICAL PLANT HAS AGREED TO ALLOW THE FACULTY OF SCIENCE TO PLACE SILICON CORNERS TO THE ELECTRICAL PANELS.</p>

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


EMPLOYEE CO-CHAIR DR. KRYSZYNA KOCZANSKI


EMPLOYER MEMBER STEPHANIE CARTER