



# Local Area Safety Health Committee (LASH) Minutes

WORKPLACE COMPLETE NAME AND ADDRESS	Worker Co-CHAIR	OCCUPATION	Present	Absent
<b>FACTORY 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> JULY 8 <sup>TH</sup> , 2015  <b>Date of next meeting:</b> DECEMBER 2014  <b>Number of employees at the workplace</b> UNKNOWN	<b>Worker Co-CHAIR</b> <b>SYLVIE RENAULT</b>  <b>Worker Members (LIST ALL)</b> <b>KENNETH DREWNIAK</b> <b>GEORGE ORRISS</b>	<b>ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES</b>  <b>DEPARTMENT</b> <b>TECHNICIAN, COMPUTER SCIENCE DEPT.</b> <b>RESEARCH ASSOCIATE, CHEMISTRY DEPT.</b>	t  X	  X Absent X regrets
	<b>EMPLOYER Co-CHAIR</b> <b>KRYSZYNA KOCZANSKI</b>  <b>EMPLOYER MEMBERS (LIST ALL)</b> <b>TREVOR SCHULTZ</b> <b>STEPHANIE CARTER</b>	<b>ASSOCIATE DEAN, UNDERGRADUATE STUDIES,</b> <b>STUDENT EXPERIENCE</b>  <b>EXECUTIVE ASSISTANT TO THE DEAN</b> <b>ADMINISTRATIVE ASSISTANT, MICROBIOLOGY DEPT</b>	X  X	  X regrets
	<b>Guests (LIST ALL)</b> <b>KATRIN BRAASCH</b>  <b>DAMIEN RIVERS</b> <b>AYUSH KUMAR</b> <b>BETTY LERNER</b> <b>JOEY BELLINO</b>	<b>PHD CANDIDATE, TEACHING ASSISTANT &amp;</b> <b>INVIGILATOR AT THE MICROBIOLOGY AND</b> <b>STATISTICS DEPARTMENTS</b> <b>INSTRUCTOR, MICROBIOLOGY DEPARTMENT</b> <b>ASSOCIATE PROFESSOR, MICROBIOLOGY DEPT</b> <b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b> <b>FACILITIES SAFETY CONSULTANT, EHSO</b>	X  X X	  X regrets X regrets

TIME	REMARKS
Starting 10:00	<b>Co-Chair chairing this session: SYLVIE RENAULT</b> <b>Co-Chair Welcome, approval of the Agenda.</b> Motion to move the discussion of "BUSINESS ARISING FROM THE PREVIOUS MINUTES" forward: motion carried Introduction of <b>KATRIN BRAASCH</b> , to report her experience as an invigilator during two building evacuations Discussion and Approval of Minutes from April 8 <sup>TH</sup> , 2015 Introduction of <b>Joey Bellino</b> in his new role representing EHSO (replacing <b>Ed PSCHULSKI</b> ) Summary of Incidents and investigation Reports Discussion of Business arising from Previous Minutes (continued)
Ending 12:00	Meeting adjourned

BUSINESS ARISING 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)
JULY 8, 2015 10:10 AM	<b>BUSINESS ARISING FROM THE PREVIOUS MINUTES:</b> BACKGROUND: "SAFETY AND HEALTH CONCERNS:		ED PSCHULSKI,
DECEMBER 23, 2014	(...) the instructions on "what to do in the event of a fire alarm during exam" provided by the Registrar's Office are confusing (...). Since November 2013 a new form, "SITUATION INSTRUCTION" has been provided to invigilators. However, these new instructions do not explain what the chief invigilators are expected to do once the students have vacated the building. UPDATE: no follow-up information was provided by Ed P. to this committee. This committee is not aware of any meeting taken place between Ed P. and the REGISTRAR'S OFFICE.	THIS ISSUE SHOULD BE CLARIFIED BY THE REGISTRAR'S OFFICE. INVIGILATORS SHOULD BE INFORMED THAT IN CASE OF A FIRE ALARM NO INVIGILATOR SHOULD REMAIN IN THE BLDG.	VOLUNTEERED TO CONTACT THE REGISTRAR'S OFFICE.
JULY 8, 2015 10:15 AM	KATRIN BRAASCH, INVIGILATOR FOR THE MICROBIOLOGY AND STATISTICS DEPARTMENT: KATRIN explained her experience during an exam while she was acting as an invigilator. The evacuation guidelines were not part of her training, or hand them to her previously. WHEN the fire alarm went off, some instructions were provided during the building evacuation to invigilators and students. The fire meeting point, reentrance and steps to follow after the evacuation were not provided. General instructions voiced by the professor were not clear to follow due to the loud alarm, especially at the back of the room. Matters were further complicated by the presence of one student part of the Disability Studies program that required assistance to evacuate the area, which resulted in invigilators returning to the classroom and helping to evacuate this person, which unbeknown to the invigilators, deviates from the guidelines provided by the EHSO in this situation. There were no means available for invigilators to contact the professor during the building evacuation.	FOLLOW-UP: COORDINATE A MEETING BETWEEN THE REGISTRAR'S OFFICE AND REPRESENTATIVES OF THE LASH TO DISCUSS INVIGILATOR'S GUIDELINES DURING A BUILDING EVACUATION  RECOMMENDATION: PROFESSORS MUST BE INFORMED THAT: TRAINING PROVIDED TO INVIGILATORS SHOULD INCLUDE FIRE PLAN ORIENTATION/DISCUSSIONS. IN ADDITION, THE PROFESSOR SHOULD PROVIDE BUILDING FIRE MEETING POINTS AND HIS/HER PERSONAL CONTACT INFORMATION OR HOW BEST TO CONTACT THEM DURING A BUILDING EVACUATION, AS WELL AS INSTRUCTIONS OF HOW TO PROCEED DURING A BUILDING EVACUATION AT THE MEETING PRELIMINARY TO THE EXAMS. BEFORE THE EXAM STARTS A BRIEF FIRE SAFETY BLDG. EVACUATION PLAN SHOULD BE PROVIDED TO STUDENTS  ACTIONS TO BE TAKEN: MEETING POINTS LISTS WILL BE MADE AVAILABLE BY EHSO FOR ALL THE BUILDINGS WHERE EXAMS MIGHT TAKE PLACE.	CO-CHAIRS & BETTY LERNER TO CONTACT THE REGISTRAR'S OFFICE.  MEETING TO DISCUSS HOW BEST TO IMPLEMENT THIS RECOMMENDATIONS WITH DEPARTMENT HEADS, LASH CO-CHAIRS & FACULTY OF SC. SAFETY COORDINATOR
JULY 8, 2015 10:20 AM			JOEY BELLINO & JOHN DODD, EHSO
JULY 8, 2015 10:29 AM	SYLVIE RENAULT introduced Joey Bellino, as the new liaison between the LASH Committee and the EHSO.		
JULY 8, 2015 10:30 AM	JOEY BELLINO introduced himself, and explained his new role, and offered various materials and forms and his assistance, reminding LASH MEMBERS of the importance to develop SAFE WORK PROCEDURES AND offering materials and Links guidelines and for training purposes.	AVAILABLE UPON REQUEST, MATERIALS AND LINKS TO FORMS AND PROCEDURES WILL BE MADE AVAILABLE	JOEY BELLINO & VARIOUS PERSONNEL, EHSO



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JULY 8, 2015	SUMMARY OF INCIDENTS AND INVESTIGATION REPORTS	DIAGRAMS WERE PROVIDED BY EXTERNAL	
10:35 AM	FIRE EVACUATION BUILDING DEBRIEF FOLLOW-UP: As part of a debrief following a PARKER BLDG. EVACUATION ON MARCH 30, 2015 a FIRE ALARM AUDIBILITY concern was identified. PHYSICAL PLANT has responded to this as well as other fire alarm concerns by starting an upgrade project that it is currently under tendering phase to be conducted in the PARKER BLDG.	CONSULTANT HUGO CEA CANAS, P.ENG TO THE FACULTY OF SCIENCE AND LASH COMMITTEE MEMBERS FOR CONSULTATION, AND REVIEWED WITH VARIOUS PARKER BLDG. OCCUPANTS TO ENSURE THAT ALL THEIR ALARM/AUDIBILITY CONCERNS WERE ANSWERED	TREVOR SCHULTZ BETTY LERNER DONE
APRIL 8, 2015			
APRIL 8, 2015	FIRE EVACUATION BUILDING DEBRIEF FOLLOW-UP CONTINUES: A FIRE ALARM AUDIBILITY concern was also reported in similar circumstances at the BULLER BLDG. 312 TEACHING LABS ON JANUARY 2014.	RECOMMENDATION TO FOLLOW-UP A NOTIFICATION WAS SENT AT THE TIME AND REPAIRS HAVE NOT BEEN COMPLETED. THIS CONCERN WAS ALSO REPORTED TO EXTERNAL CONSULTANT	LASH Co-CHAIRS & SAFETY COORDINATOR
JULY 8, 2015	As part of an INCIDENT REPORT, concerns were brought to the attention of the LASH COMMITTEE regarding the INSTRUCTOR'S RESPONSIBILITIES AND POTENTIAL LIABILITIES in situations where students suffering health problems or under mental stress waive or refuse the assistance of emergency health responders.	RECOMMENDATION: CONSULT WITH THE LEGAL DEPARTMENT AND COORDINATE A MEETING TO DISCUSS INSTRUCTOR'S LIMITATIONS AND RESPONSIBILITIES DURING HEALTH EMERGENCIES AND/OR MENTAL STRESS. PROVIDE GUIDELINES FOR INSTRUCTORS AND TEACHING ASSISTANTS AS PART OF THEIR TRAINING.	LASH Co-CHAIRS & SAFETY COORDINATOR
JULY 8, 2015	Also as a result of an INCIDENT REPORT, it was noticed that during an emergency call after office hours, the paramedics had difficulties accessing the building, although security services was called. Confusion regarding response protocols procedures involving security services was also expressed and noted in various incidents and comments.	SEND A LETTER (*) TO RICK JANSEN REQUESTING THAT AN UPDATE OF THE CURRENT EMERGENCY RESPONSE PROTOCOLS WILL BE DISTRIBUTED. DISCUSS GUIDELINES TO PROVIDE CLEAR ACCESS TO EMERGENCY RESPONDERS DURING AFTER-HOURS CALLS.	LASH Co-CHAIRS
JULY 8, 2015	FACULTY OF SCIENCE, CHEMICAL INVENTORY PROGRESS REPORT: PARKER BUILDING'S CHEMICAL INVENTORY is now completed; the chemical inventory team is starting to conduct inventories in BULLER BUILDING. Training is been provided as required.	PROGRESS REPORT: THE NEXT STEP WILL CONSIST OF TRAINING OF MICROBIOLOGY PREP ROOM PERSONNEL TO PROVIDE ASSISTANCE TO MAINTAIN THE INVENTORY CURRENT AS NEW CHEMICALS ARE ADDED OR DISPOSED TO THE ESTABLISHED DATABASE, AND TO PROVIDE GUIDELINES TO THE DEPARTMENT'S USERS (PIs AND RESEARCH LAB PERSONNEL)	SAFETY COORDINATOR & CHEMICAL INVENTORY'S TEAM BY JULY 20, 2015
JULY 8, 2015	ON APRIL 2015, EHSO has requested that a generic "1-2-3" sign will be visible over each defibrillator's cabinet. THE FACULTY OF SCIENCE has posted a modified "1-2-3" SIGN, with instructions and diagrams that match the current units' model and specifications instead of generic instructions.	BOTH SIGNS WERE SHOWN TO THE LASH COMMITTEE MEMBERS, AND THE MODIFIED "1-2-3" SIGN HAS BEEN APPROVED.	LASH COMMITTEE MEMBERS DONE



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	A NEW POLICY TO SAFELY TRANSPORT CRYOGENICS AND COMPRESS GAS CYLINDERS in elevators is been implemented at the PARKER BLDG.		SHARON MULLEN
JULY 8, 2015 10:40 AM	When CRYOGENICS AND COMPRESS GAS CYLINDERS need to be transported by elevator, it will be done without personnel in the lift. The elevator will be locked by key, to prevent other users from activating it at this time. Dewars (vacuum flasks used to transport liquid nitrogen) exceeding a certain volume and Compress Gas Cylinders will be placed in the basement or main level and picked up at their destination. Signs will be posted to warn users to not use the elevator during this time.	CONTACT BRUCE LARRY TO OBTAIN THE ELEVATOR'S PANEL MASTER KEY TO BE USED TO LOCK THE ELEVATOR DURING THE TRANSPORT OF CRYOGENICS AND COMPRESS GAS CYLINDERS	TERRY WOLOWIEC IN PROGRESS
JULY 8, 2015 10:50 AM	FIELD RESEARCH TRIP'S PROGRESS REPORT: NEW PROCEDURES to implement FIELD RESEARCH TRIP'S training to students by PIs (check forms for PIs) and to collect health emergency forms and distribute them in the biological department and security services are in place, as well as procedures on who to contact in case of an incident procedures.	INFORMATION WAS PROVIDED TO  • PIs: VIA THE BIOLOGICAL SC. SAFETY NEWS LETTER  • PIs: IN ADDITION, THE NEW PROTOCOLS AND PROCEDURES WERE ANNOUNCED DURING A BIOL. SC. COUNCIL MEETING.  • SECURITY SERVICES AND BIOL SC. GENERAL OFFICE PERSONNEL: BY POSTING WRITTEN PROTOCOLS IN THE FRONT OF EACH ENVELOPE CORRESPONDING TO EACH FIELD RESEARCH TRIP • VERBALLY, TO ENSURE THAT ALL STEPS WERE CLEAR AND ENSURE THAT ALL NEW FORMS AND PROCEDURES WERE EASILY AVAILABLE.	SYLVIE RENAULT, BIOLOGICAL SCIENCES WHMIS COORDINATOR  JUDY ANDERSON, BIOLOGICAL SCIENCES DEPARTMENTAL HEAD  ROB RYBACKY BETTY LERNER
JULY 8, 2015 11:55AM	IN response to the FACULTY OF SCIENCE'S request to SECURITY SERVICES to provide safety talks/resources to employees at THE FACULTY OF SCIENCE, ROB RYBACKY, SECURITY GUARD SUPERVISOR and RAD INSTRUCTOR, has offered to hold extra sessions for WOMEN'S SELF-DEFENSE for the FACULTY OF SCIENCE'S Staff members during office hours (a minimum enrolment of 8 register attendees is required to open a new session)	RECOMMENDATIONS: OFFER THE RAD TRAINING TO ADMINISTRATIVE AND FACULTY PERSONNEL AT THE FACULTY OF SCIENCE AT THE DISCRETION OF EACH DEPARTMENT, TO ENROLL STAFF MEMBERS WHO HAVE INTEREST IN PARTICIPATE IN THIS SESSIONS	ROB RYBACKY BETTY LERNER IN PROGRESS TENTATIVE DATE SEPTEMBER 2015
JULY 8, 2015 11:57 AM	While reporting an incident in the Parker Bldg. related to issues with the ventilation system, a LASH MEMBER has reported similar concerns regarding one office in the BULLER BLDG. THERE ARE safety concerns related to the exhaust ventilation system. A work order will be place to prevent further incidents.	RECOMMENDATIONS: PLACE A WORK ORDER TO ADD FILTERS TO THE EXHAUST VENTILATION SYSTEM IN THE OFFICE MENTIONED	BETTY LERNER BY JULY 2015
JULY 8, 2015 12:00 PM	SESSION ADJOURNED		



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.	

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

WORKER CO-CHAIR DR. SYLVIE RENAULT  
CHAIRING THIS SESSION

EMPLOYER CO-CHAIR DR. KRYSZYNA KOCZANSKI