



Local Area Safety Health Committee (LASH) Minutes

WORKPLACE COMPLETE NAME AND ADDRESS	EMPLOYER CO-CHAIR	OCCUPATION	Present	Absent
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 LASH COMMITTEE Meeting Date: OCTOBER 14, 2015 Date of next meeting: DECEMBER 2015 Number of employees at the workplace	KRYSZYNA KOCZANSKI	ASSOCIATE DEAN, UNDERGRADUATE STUDIES, STUDENT EXPERIENCE	X	
	EMPLOYER MEMBERS (LIST ALL) TREVOR SCHULTZ STEPHANIE CARTER	EXECUTIVE ASSISTANT TO THE DEAN TECHNICIAN, MICROBIOLOGY DEPARTMENT	X	X
	Worker Co-CHAIR SYLVIE RENAULT	ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT	X	
	Worker Members (LIST ALL) KENNETH DREWNIAK GEORGE ORRISS	TECHNICIAN, COMPUTER SCIENCE DEPT. RESEARCH ASSOCIATE, CHEMISTRY DEPT.	X	X Absent
	Guests (LIST ALL) JOEY BELLINO JOHN DODD BETTY LERNER	OCCUPATIONAL HYGIENE COORD., EHSO FIRE SAFETY CONSULTANT, EHSO SAFETY COORDINATOR, FACULTY OF SCIENCE	X	X

TIME	REMARKS
Starting 1:00 PM	Co-Chair chairing this session: KRYSZYNA KOCZANSKI Co-Chair Welcome, approval of the Agenda. Motion to move the discussion of "BUSINESS ARISING FROM THE PREVIOUS MINUTES" forward: motion carried Introduction of JOHN DODD, FIRE SAFETY CONSULTANT, EHSO Discussion and Approval of Minutes from July 8 th , 2015 Summary of Incidents and investigation Reports Discussion of Business arising from Previous Minutes (continued)
Ending 15:07	Meeting adjourned



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
OCTOBER 14, 2015	<p>JOEY BELLINO introduced JOHN DODD to the LASH committee members and provided a brief description of his role.</p>		
DECEMBER 23, 2014	<p>BUSINESS ARISING FROM THE PREVIOUS MINUTES: BACKGROUND: "SAFETY AND HEALTH CONCERNS; (...) (Security Services') change of (emergency response) 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>EHSO HAS OFFERED TO SEND AN EMAIL TO STAFF INFORMING THEM OF THE NEW EMERGENCY PHONE NUMBERS AND PROCEDURES. (AS SOON AS POSSIBLE)</p>
OCTOBER 14, 2015	<p>JOHN DODD: has confirmed the change in emergency response procedures, and recommended that, especially in the case of health emergencies, 911 (Winnipeg Fire Paramedic Service)¹ should be called first and 555 (Security Services) second. The Security Service Department has members trained as First Aiders that will be available for emergencies; they also will provide a report with the type on the incident and the type of response received/provided.</p>	<p>AN EMAIL WILL BE SEND INFORMING OF THE CHANGES AND NEW PROCEDURES IN THE EMERGENCY RESPONSE PROTOCOLS, TO MAKE STAFF AWARE OF THE CHANGES IN THE ORDER OF PRIORITIES IN WHICH EMERGENCY PHONE NUMBERS NEED TO CONTACTED IN CASE OF AN EMERGENCY</p>	
MINUTES JULY 8, 2015 10:10 AM	<p>INVIGILATOR'S TRAINING AND PROCEDURES DURING MID-TERM EXAMS "SAFETY AND HEALTH CONCERNS; (...) the instructions on "what to do in the event of a fire alarm during exam" provided by the Registrar's Office are confusing (...)" Two major issues arise from this point: 1) There is no mid-term exam safety related policy and procedures 2) There is no mid-term exam procedures regarding the event of a fire alarm during mid-term exam. Different buildings that do not belong to the Faculty are used by the Faculty of Science for mid-term exams. Instructors and teaching assistants are not familiar with this areas and they don't know the fire plan or muster point² for this areas.</p>	<p>EACH DEPARTMENT IN COLLABORATION WITH THE EHSO AND THE LASH COMMITTEE, WILL PARTICIPATE IN THE DRAFTING OF A GENERAL DEPARTMENTAL MID-TERM PROCEDURE</p>	<p>MEETING TO DISCUSS HOW BEST TO IMPLEMENT THIS RECOMMENDATIONS WITH DEPARTMENT HEADS, LASH CO-CHAIRS & FACULTY OF SC. SAFETY COORDINATOR</p>
DECEMBER 23, 2014	<p>JOHN DODD: horizontal evacuation is recommended (refers as the evacuation while moving from one building to another, as long as the second area is not affected by a fire alarm as well, with the understanding that tunnels should be avoided). TREVOR S.: would be possible to post a brief procedure in each room with information to follow in case of a fire alarm, including muster points? Instructors must be available during the exams periods, or a designated person should be appointed to respond questions or concerns during an exam (by cell phone or office phone number)</p>	<p>INVIGILATOR'S TRAINING SHOULD CONSIST OF A ONE PAGE PROCEDURE CONTAINING A BRIEF LIST WITH CLEAR INSTRUCTIONS ON "HOW TO RESPOND IN THE CASE OF A FIRE ALARM DURING EXAMS" AND HOW TO EVACUATE THE AREA, INCLUDING PHONE NUMBERS TO CONTACT INSTRUCTORS AND/OR THE GENERAL OFFICE OF THE PERTINENT DEPARTMENT DURING A BUILDING EVACUATION, AND HOW TO PROCEED IN CASE OF A BUILDING EVACUATION.</p>	<p>DEPARTMENTAL WHMIS COORDINATORS AND HEADS IN COLLABORATION WITH INSTRUCTORS AND ADMIN. STAFF MEMBERS</p>
JULY 8, 2015	<p>JOHN DODD: it is necessary to review the fire evacuation plans in all buildings of the faculty of science, and designate muster points. Write new Fire Safety Plans</p>	<p>ACTIONS TO BE TAKEN: MUSTER POINTS LISTS WILL BE MADE AVAILABLE BY EHSO FOR ALL THE BUILDINGS WHERE EXAMS MIGHT TAKE PLACE TO THE LASH COMMITTEE.</p>	<p>JOEY BELLINO & JOHN DODD, EHSO</p>
OCTOBER 14, 2015 1:21 PM		<p>TO REVIEW/UPDATE OLD FIRE EVACUATION PLANS IN COLLABORATION WITH THE FACULTY OF SCIENCE</p>	<p>EHSO, FACULTY OF SCIENCE TO BE DECIDED</p>



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
OCTOBER 5, 2015	<p>NEW BUSINESS</p> <p>Information was provided to the LASH committee members regarding two emails from EHSO:</p> <p>1. "Employee infected while working at Winnipeg disease lab had virtually no safety training: report" highlighting "that written documentation of lab safety training and standard operating procedures be maintained and that effective site specific safety training is provided to all workers in your labs".</p>	<p>RECOMMENDATION TO FOLLOW-UP WITH HEADS OF THE DEPARTMENTS TO ENSURE THAT THE INFORMATION SENT BY THE EHSO AND THE REQUEST TO COMPLY WITH REGULATIONS ARE REVIEWED AND THE PROTOCOL AND TRAINING AND RECORDS OF TRAINING ARE IN PLACE.</p>	<p>SAFETY AND WHMIS COORDINATORS IN PROGRESS</p>
OCTOBER 6, 2015	<p>2. "Regulatory Compliance and Safe Work Procedures" reminding the requirement for all faculties and units at the University of Manitoba to comply with the Province of Manitoba Workplace Safety and Health (WSH) Act and Regulation (W210) 217/2006."... "EH&S offers a variety of tools to assist faculties and units in developing safe work procedures"</p>		<p>BETTY LERNER OCTOBER 2015 DONE</p>
SEPTEMBER 28, 2015	<p>SUMMARY OF INCIDENTS AND INVESTIGATION REPORTS</p> <p>FIRE DRILL, BUILDING EVACUATION DEBRIEF FOLLOW-UP:</p> <p>As part of the fire warden's debrief following the Buller building evacuation on September 28, 2015, audibility issues were confirmed (originally reported on January 2014) in different areas of the building and new areas were identified.</p>	<p>AN EMAIL REMINDING OF THE ISSUES AND CONCERNS REGARDING THE AUDIBILITY PROBLEMS IN THE BULLER BLDG. WAS SENT TO EHSO AND PHYSICAL PLANT.</p> <p>AN INSPECTION WAS CONDUCTED BY PHYSICAL PLANT; DIFFERENT SOLUTIONS ARE CURRENTLY UNDER EVALUATION.</p>	<p>JINGWEI XIE, LIFE SAFETY ENGINEERING TECHNICIAN, PHYS. PLANT, AND BETTY LERNER OCTOBER 7, 2015 DONE</p> <p>BULLER BLDG. FIRE WARDEN'S TEAM DONE</p>
OCTOBER 14, 2015 1:50 PM	<p>REVIEW ACTION ITEMS/UPDATES:</p> <p>1) NEW CHEMICAL INVENTORY, FACULTY OF SCIENCE</p> <p>An update on the status of the implementation of the maintenance and update of chemicals inventory stage was reported. Training will be offered in each department's council meeting, and repeated as necessary, until the new system's implementation is completed among Faculty members and other users.</p>	<p>SEND EMAILS CONTAINING "STEP BY STEP" INSTRUCTIONS OF HOW TO USE AND MAINTAIN THE VERTERE CHEMICAL INVENTORY SYSTEM ACCORDING TO EACH DEPARTMENT'S IMPLEMENTATION</p> <p>CONTINUE TO OFFER TRAINING, SUPPORT AND ADJUST SETTINGS FOR ALL USERS IN THE FACULTY OF SCIENCE, AND TO DEPARTMENT DELEGATES THAT WILL CONTINUE TO INPUT DATA AND NEW INFORMATION INTO THE SYSTEM.</p>	<p>BETTY LERNER DONE</p> <p>BETTY LERNER IN PROGRESS</p>



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OCTOBER 14, 2015	<p>REVIEW ACTION ITEMS/UPDATES (CONTINUES):</p> <p>2) NEW CHEMICAL INVENTORY, FACULTY OF SCIENCE (CONTINUES)</p> <p>As part of the Fire Safety Prevention Plan, it has been decided to include major collections in the inventory when flammable materials are used as the preservative agent to contain the specimens (e.g. as large volumes of alcohols or formalin solutions) to help identify flammable hazards</p>		HEALTH AND SAFETY TEAM & BETTY LERNER IN PROGRESS
SEPTEMBER 2015	<p>3) HEALTH AND SAFETY INITIATIVE</p> <p>In response to previous concerns in regards to response procedures to mental health emergencies/concerns, several staff members in the Faculty have enrolled in the "Mental Health First Aid for Adults who Interact with Youth" certification course, and "how to respond" procedures.</p>	<p>WOULD BE ADVISED THAT SOME VOLUNTEERS WHO HAVE OFFERED TO ATTEND THE OFFERED CERTIFICATION WILL BE WILLING TO ACT AS A "MENTAL HEALTH FIRST AIDER" LIAISON AND BE ABLE TO ASSIST HIS/HER DEPARTMENT "HOW TO RESPOND" PROCEDURES WILL BE DRAFT IN THE FUTURE IN COLLABORATION WITH A WELLNESS SPECIALIST FROM THE UOFM.</p>	VARIOUS FACULTY OF SCIENCE STAFF MEMBERS OCTOBER 2015
SEPTEMBER, 2015	<p>4) STATUS OF THE NEW GLOBALLY HARMONIZED SYSTEM/WHMIS 2015 TRANSITION</p> <p>New elements from the new system were introduced to the WHMIS Training sessions at the Faculty of Science this fall, as a transition to the new incorporation of the GHS/WHMIS 2015 new system.</p> <p>Posters "WHMIS after GHS Hazard Pictograms" provided by the EHSO containing links and information regarding hazardous product classification and categorization, were posted in teaching and research labs among the Faculty of Science.</p>	<p>INCORPORATION OF NEW ELEMENTS IN SAFETY TRAINING AND SAFETY BOARDS TO FACILITATE THE NEW GLOBALLY HARMONIZED SYSTEM/WHMIS 2015 TRANSITION IN THE FACULTY OF SCIENCE</p>	SAFETY AND WHMIS COORDINATORS IN PROGRESS SAFETY AND WHMIS COORDINATORS IN PROGRESS
OCTOBER 14, 2015	<p>OTHER BUSINESS</p> <p>TRAINING FOR COMMITTEE MEMBERS</p> <p>Joey Bellino and John Dodd advised of their intent to engage all Faculty of Science LASH Committee members to participate in one hour training in various subjects such as Basic Safety Committee training; Safe work procedures; investigation reporting; how to conduct inspections; etc.</p> <p>As part of the offered training, inspections and inspection software and apps will be available to facilitate inspections and to generate reports.</p>		JOEY BELLINO & JOHN DODD, EHSO TO BE ANNOUNCED
OCTOBER 14, 2015 3:07 PM	<p>TRAINING FOR COMMITTEE MEMBERS</p> <p>PRINT OUTS CONTAINING TRAINING INFORMATION AND LINKS WERE PROVIDED TO THE LASH COMMITTEE MEMBERS FROM THE SAFEWORK MANITOBA WEBSITE</p> <p>SESSION ADJOURNED</p>		BETTY LERNER DONE



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. A student has requested the instructor to be administered a medication in case of a seizure. The Legal office and the accessibility department have been consulted to provide assistance.</p>	<p>TO PROVIDE INFORMATION AND TO WARN FACULTY MEMBERS, INSTRUCTORS AND TAs, THAT IN THE CASE OF A REQUIRING/REQUESTING MEDICATION, SPECIFIC TREATMENTS OR NON-COURSE MEDICAL RELATED ASSISTANCE FROM INSTRUCTORS OR TEACHING ASSISTANTS, THE STUDENT SHOULD BE ADVISED TO CONTACT THE ACCESSIBILITY SERVICE DEPARTMENT FOR ASSISTANCE.</p>

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

EMPLOYER CO-CHAIR DR. KRYSZYNA KOCZANSKI
CHAIRING THIS SESSION

WORKER CO-CHAIR DR. SYLVIE RENAULT

¹ <http://www.winnipeg.ca/fps/operations/911/911FAQ.stm>

All 9-1-1 calls placed from a Winnipeg location or from a Winnipeg based cellular phone are answered by the Winnipeg Police Service. Their call takers determine the nature of the emergency and transfer the call for fire or medical responses to the Fire Paramedic Service Communication Operators.

² A muster point is a designated place or an area where all employees, passengers, or a large crowd assemble in case of an emergency in an installation, building, public place or a watercraft. It is also known as an emergency assembly point (EAP), or, simply, assembly point.