



# Local Area Safety Health Committee (LASH) Minutes

<b>WORKPLACE COMPLETE NAME AND ADDRESS</b>  <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>  <b>PHONE: (204) 474-8256</b> <b>FAX: (204) 474-7618</b>  <b>Committee:</b> <b>FACULTY OF SCIENCE SAFETY</b> <b>LASH COMMITTEE</b>  <b>Meeting Date:</b> <b>JANUARY 27, 2016</b>  <b>Date of next meeting:</b> <b>APRIL 2016</b>  <b>Number of employees at the workplace</b>	<b>EMPLOYER CO-CHAIR</b> <b>KRYSZYNA KOCZANSKI</b>	<b>OCCUPATION</b> <b>ASSOCIATE DEAN, UNDERGRADUATE</b> <b>STUDIES, STUDENT EXPERIENCE</b>	Present	Absent	
		<b>EMPLOYER MEMBERS (LIST ALL)</b> <b>TREVOR SCHULTZ</b> <b>STEPHANIE CARTER</b>	<b>EXECUTIVE ASSISTANT TO THE DEAN</b> <b>ADMINISTRATIVE ASSISTANT,</b> <b>MICROBIOLOGY DEPARTMENT</b>	X	
		<b>Worker Co-CHAIR</b> <b>SYLVIE RENAULT</b>	<b>ASSOCIATE PROFESSOR,</b> <b>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>JOEY BELLINO</b> <b>JOHN DODD</b> <b>BETTY LERNER</b>	<b>OCCUPATIONAL HYGIENE COORD., EHS</b> <b>FIRE SAFETY CONSULTANT, EHS</b> <b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b>	X		

TIME	REMARKS
Starting 10:00 AM	<b>Co-Chair chairing this session: SYLVIE RENAULT</b> <b>Co-Chair Welcome, approval of the Agenda.</b> <b>Approval of the minutes from Wednesday, October 14<sup>th</sup>, 2015</b> <b>Discussion and Approval of Minutes from October 14<sup>th</sup>, 2015</b> <b>Business arising from Previous Minutes</b> <b>New Business</b>
Ending 12:00 PM	<b>Discussion of New actions referring to Old Item's Update</b> <b>Summary of Incidents and investigation Reports</b> <b>Meeting adjourned</b>



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
JANUARY 27, 2016 10:00 AM	<p><b>BUSINESS ARISING FROM THE PREVIOUS MINUTES:</b></p>		
OCTOBER 14, 2015	<p>INVIGILATOR'S TRAINING AND PROCEDURES DURING EXAMS Update: a group of instructors and administrative staff created a template of a guideline document "Information for exam invigilators" in November 2015 to be used by the departments in the Faculty of Sciences to complement the information provided by the registrar's office.</p>	<p>GROUP MEMBERS: SYLVIE RENAULT, STEPHANIE CARTER, MARGARET SMITH, JOHN DINOTO, RUTH CAMERON; BETTY LERNER</p>	<p>MEETING: NOVEMBER 26 DOCUMENT SENT DECEMBER 2015</p>
JANUARY 27, 2016 10:20 AM	<p>UPDATE ON MUSTER POINT'S LIST OF LOCATIONS: Muster point's locations were to be made available to this committee by the EHS for all the buildings where exams might take place, but upon revision, John Dodd has stated that he cannot provide a comprehensive list of all the muster points for the campus that will be adequate at any given time; instead, he will be able to provide a list if the exam locations and schedules are provided to him in advance.</p>		
OCTOBER 14, 2015	<p>Muster points were provided by JOHN DODD upon SYLVIE RENAULT's request for the locations of the Biological Sciences Department exams. She has also stressed the importance of providing the address for each location in addition to the Building name to facilitate the identification of the sites on the map by emergency responders who are not familiar with the building's names.</p>	<p>RECOMMENDATION FOR DEPARTMENTS: INCLUDE IN THE INFORMATION FOR EXAM INVIGILATORS GUIDELINES THE MUSTER POINTS LOCATIONS FOR EACH EXAM LOCATION, INCLUDING THE PHYSICAL ADDRESS ON THE MAP.</p>	<p>JOHN DODD (UPON REQUEST BY EACH DEPARTMENT)</p>
OCTOBER 14, 2015	<p>MENTAL HEALTH CARE PROCEDURES, FOLLOW UP: First Aid Health Care recently certified staff in the Faculty of Science has granted authorization for their names and contact information to be provided to Instructors and to be included on the "Information for exam invigilators" guidelines for all departments.</p>	<p>RECOMMENDATION FOR DEPARTMENTS: INCLUDE THE MENTAL HEALTH FIRST AID PROCEDURES IN THE INFORMATION FOR EXAM INVIGILATOR AND INSTRUCTORS</p>	<p>BETTY LERNER, FEBRUARY 2016</p>
JANUARY 27, 2016 11:00 AM	<p><b>NEW BUSINESS:</b> TREVOR SCHULTZ inquired about an email from EHS sent to some staff members "Regulatory Compliance and Safe Work Procedures" requesting supervisors to send their labs Safe work Procedures and Job Hazard Analysis (JHA) as well as records of training to EHS. JOEY BELLINO mentioned that one hour training sessions are offered by EHS. SYLVIE RENAULT has requested that more information regarding the change in the legislation, affecting supervisors be send to the LASH committee by email.</p>	<p>EMAIL PROVIDING INFORMATION REGARDING THE CHANGE IN THE LEGISLATION AND HOW THIS WILL AFFECT SUPERVISOR'S RESPONSIBILITIES.</p>	<p>EHS AS SOON AS POSSIBLE</p>



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
<p>JANUARY 27, 2016 11:20 AM</p>	<p><b>NEW BUSINESS CONT.:</b> INAPPROPRIATE BEHAVIOR, RESPONSE PROTOCOLS AND RESOURCES: As a result of some incidents, where staff members were made uncomfortable by a particular student's confrontation, the safety coordinator will provide to staff members information on resources available at the University to help deal with these situations, such as RAD WOMEN'S SELF-DEFENSE Program for the FACULTY OF SCIENCE'S Staff, etc. <b>GEORGE ORRISS</b> mentioned that a General Behavior guideline for staff and students should be available. <b>KRISTYNA KOZANSKI</b> informed this committee that she is currently involved in a new initiative to respond to these issues and to incorporate these guidelines as a component of the training provided to staff and students.</p>	<p>RECOMMENDATION: PROVIDE INFORMATION TO STAFF MEMBERS WITH THE AVAILABLE RESOURCES AND LEARNING OPPORTUNITIES ON CAMPUS TO RESPOND TO INAPPROPRIATE BEHAVIOR INCIDENTS</p>	<p><b>TREVOR SCHULTZ</b> <b>BETTY LERNER</b></p>
<p>JANUARY 27, 2016 11:30 AM</p>	<p><b>REVIEW ACTIONS ITEMS/UPDATES:</b> New chemical inventory: Supervisors and inventory managers continuously update the system as new chemicals arrive or are disposed. The chemical's inventory is available electronically to each department. A report of chemicals in every lab/location will be forwarded to each DEPARTMENTAL GENERAL OFFICE with the recommendation to keep a hard copy available for EMERGENCY RESPONDERS (FIRE DEPARTMENT, EHS, etc.)</p>	<p>ACTION: PROVIDE AN ELECTRONIC REPORT TO EACH DEPARTMENT OF CHEMICALS BY LOCATION</p> <p>RECOMMENDATION TO DEPARTMENTS: TO KEEP A HARD COPY OF CHEMICAL INVENTORY REPORT AVAILABLE IN CASE OF AN EMERGENCY</p>	<p><b>BETTY LERNER</b> FEBRUARY 2016</p> <p>ADM. STAFF, GENERAL OFFICES AT THE FACULTY OF SCIENCE</p>
<p>JUNE 11, 2014</p>	<p><b>PHYSICAL PLANT, FOLLOW UP:</b> A letter will be sent by the co-chairs of the LASH COMMITTEE to PHYSICAL PLANT requesting the revision and completion of previous safety concerns in the faculty of science buildings, addressed during a previous LASH COMMITTEE meeting in 2014. These concerns include the removal of fire blankets in the PARKER BUILDING and pressurized water fire extinguishers in labs, etc.</p>	<p>RECOMMENDATION TO FOLLOW-UP: A LETTER TO PHYSICAL PLANT WITH AN REQUEST TO COMPLY WITH THE FACULTY OF SCIENCE'S SAFETY CONCERNS WILL BE SENT, SINCE AT THIS TIME, A NUMBER OF THE PREVIOUSLY REQUIRED REPAIRS AND SAFETY ISSUES HAVE NOT BEEN COMPLETED OR RESOLVED.</p>	<p><b>LASH CO-CHAIRS &amp; SAFETY COORDINATOR</b></p>
<p>JANUARY 27, 2016 11:40 AM</p>	<p><b>NEW BUSINESS CONT.:</b> After reading to the LASH members a message forwarded by the Library of Science regarding a previous incident, <b>TREVOR SCHULTZ</b> shared his own concerns about the safety of pedestrians around the loading area and between the Duff Roblin and Machray Hall buildings. Several comments regarding cars dropping off passengers and parking in front of the entrance of the MACHRAY HALL, where parking is not permitted were shared.</p>	<p>ACTION: IDENTIFY THE DEPARTMENT ABLE/RESPONSIBLE TO PROVIDE ASSISTANCE TO AVOID ILLEGAL ENTRANCE OF TRAFFIC IN THE FIRE LINE TO</p>	<p><b>TREVOR SCHULTZ</b> <b>BETTY LERNER</b> AS SOON AS POSSIBLE</p>
<p>JANUARY 27, 2016 12:00 PM</p>	<p>Posted signs warning "NO UNAUTHORIZED VEHICLES BEYOND THIS POINT" and "FIRE LINE Ⓞ" are being disregarded by drivers risking the safety of the many pedestrians constantly using this area to access DUFF ROBBLIN BLDG. and MACHRAY HALL.</p> <p><b>SESSION ADJOURNED</b></p>	<p>REINFORCE THE NON-ENTRANCE OF UNAUTHORIZED VEHICLES</p>	



INCIDENT REPORTS AND INVESTIGATIONS	FOLLOW UP
<p>The Faculty of Science <b>SUMMARY OF INCIDENTS</b> was presented to the <b>LASH COMMITTEE</b> and reviewed. Suggestions have been made and noted.</p> <p>Audibility Report provided by Joey Bellino regarding the Microbiology Department's Prep. Room 307 Buller Building was presented to the LASH committee and the results were discussed with the participation of EHS.</p>	<p><b>STEPHANIE CARTER &amp; BETTY LERNER</b> will follow up with the assistance of EHS members.</p>

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

**WORKER CO-CHAIR DR. KRYSZYNA KOCZANSKI**

**EMPLOYER CO-CHAIR DR. SYLVIE RENAULT  
CHAIRING THIS SESSION**