



# 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 19, 2017</b>  <b>Date of next meeting:</b> <b>APRIL 2017</b>  <b>Number of employees at the workplace</b> <b>UNKNOWN</b>	<b>EMPLOYER CO-CHAIR</b>  <b>KRYSTYNA KOZANSKI</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	REGRETS
		<b>Worker Co-CHAIR</b> <b>SYLVIE RENAULT</b>  <b>Worker Members (LIST ALL)</b> <b>GEORGE ORRISS</b>  <b>BETTY LERNER</b>	<b>ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES</b> <b>DEPARTMENT</b>  <b>TECHNICIAN, COMPUTER SCIENCE DEPT.</b> <b>RESEARCH ASSOCIATE, CHEMISTRY DEPT.</b>  <b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b>	X	
		<b>Guests (LIST ALL)</b>  <b>JOEY BELLINO</b> <b>JOHN DODD</b> <b>RICHARD BELL</b>	<b>OCCUPATIONAL HYGIENE COORDINATOR, EHS</b> <b>FIRE SAFETY CONSULTANT, EHS</b> <b>PARKING SERVICES ASSISTANT MANAGER</b>	X	REGRETS

TIME	REMARKS
Starting 9:00 AM	Co-Chair chairing this session: <b>SYLVIE RENAULT</b> Co-Chair Welcome, approval of the Agenda ( <b>GEORGE ORRISS &amp; STEPHANIE CARTER</b> ). Approval of the minutes from Thursday, <b>OCTOBER 20, 2016 (GEORGE ORRISS &amp; KRYSTYNA KOZANSKI)</b> Introduction of guests and welcome to the meeting Business arising from Previous Minutes New Business Review action items/Updates/Follow up Other Business Summary of Incidents and investigation Reports
Ending 10:50 AM	Meeting adjourned



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
JANUARY 19, 2017 9:05 AM	<p><b>BUSINESS ARISING FROM PREVIOUS MINUTES:</b></p> <p><b>I. VEHICLES IN UNAUTHORIZED AREAS, MACHRAY HALL FIRE LANE</b></p> <p><b>P</b>resentation of a brief summary of the incidents reported since January 2016, including maps and pictures of unauthorized cars in the walkway and fire lane area in front of Machray Hall.</p>		
JANUARY 27 <sup>TH</sup> 11:40AM	<p>Update of the previous incidents were presented to the committee and EHS representatives. The participants expressed their thoughts and ideas to include as part of the considerations to take into account while trying to take new measures to reduce the number of cars in the loading/parking area. It might be convenient to mark a clear area to drop off staff and students instead of a load area that allows cars to park for 15 minutes in the authorized parking zone. Modify the signage currently in place and add fine warnings and add more signs as long as they do not interfere with the access of emergency vehicles.</p> <p><b>Co-Chair SYLVIE R.</b> will call an "Special Meeting" as per this committee's rules and procedures<sup>1</sup> considering this is a matter of urgent concern to have the opportunity to meet with Richard Bell from Parking Services who was not been able to attend this meeting.</p>	INVITE PARKING SERVICES TO THE LASH SPECIAL SESSION	<b>CO-CHAIRS</b>
9:45 AM	<p><b>NEW BUSINESS</b></p> <p><b>I. PARKER BUILDING FIRE EXTINGUISHER AUDIT</b></p> <p>The audit was conducted on <b>NOVEMBER 16, 2016</b> by <b>JINGWEI XIE</b>, <b>PHYSICAL PLANT AND JOHN DODD</b>, <b>EHS</b>. Members of the <b>UNIVERSITY OF MANITOBA CHEMICAL SAFETY COMMITTEE JOHN SORENSEN AND BETTY L.</b> participated as a liaison with the building occupants.</p> <p><b>JOHN DODD:</b> Too many fire extinguishers provide a false sense of security, especially when placed in areas where the personnel and students are not trained and lack the knowledge to use the equipment properly. The objective of the audit was to evaluate the areas were the fire extinguishers would force occupants to leave the area to grab the equipment and provide the opportunity to reassess the hazards before acting in case of a fire. Special considerations were taken when requested by supervisors and for areas near expensive equipment.</p> <p>Fire Extinguishers located in the hallway will be removed from the cabinets, to make them more visible. The cabinets have a clear acrylic front and are provided with a mallet to break it in order to take the fire extinguishers, but often they are missing, which makes it difficult and could result in injuries to the users.</p> <p><b>BETTY L.</b> requested to have an update of the list of the Faculty of Science's research students and personnel trained in the use of Fire Extinguishers and the name of the staff members that have attended the Fire Wardens training and refreshers by EHS</p> <p><b>JOHN DODD</b> requested to have access to Betty's files with fire drills debrief documents</p>	SHARE INFORMATION & DOCUMENTATION RELATED TO FIRE DRILL DEBRIEFS AND TRAINING RECORDS BETWEEN EHS AND THE LASH COMMITTEE	<b>BETTY L.</b> <b>JOHN DODD</b>
10:00 AM	<p><b>II. REPORT OF LABS &amp; FUME HOOD INSPECTIONS</b></p> <p><b>GEORGE O.</b> provided an update on the last inspection where 63 Fume Hoods were surveyed in <b>PARKER BLDG.</b> and <b>BULLER BLDG.</b> by <b>GEORGE</b> and <b>BETTY.</b></p> <p>The report presented the committee with various examples of the inspected areas and some of the issues encountered.</p> <p>During the inspection, when necessary, comments and guidelines were provided to the lab occupants to correct issues, such as cluttered working areas, missing or not proper labels in chemical waste containers and how to store flammables and other hazardous materials to avoid mixing incompatible chemicals.</p> <p>A follow up will be done shortly by the members of this committee.</p>		
NOVEMBER 2016	<p><b>III. CHEMICAL WEAPONS CONVENTION REPORT</b></p> <p>The Faculty of Science will provide a report based on the Chemical Inventory System. Departmental Heads have circulated the email sent by EHS to ensure that no chemicals were overlooked</p>	PRESENTATION OF THE INSPECTION REPORT	<b>GEORGE ORRIS</b> (Done)
10:20 AM	<p><b>IV. FIRE DRILLS, COMMUNICATION AND SAFE LOCATIONS DURING WINTER TIME (MUSTER POINTS)</b></p> <p><b>SYLVIE R.</b> mentioned issues during building evacuations during extreme weather conditions (below -25°C), where students and staff who could not get a hold of their jackets refused to leave the bldg. since they were not dress for the weather , and where not allowed the use of the tunnels as previously recommended by EHS. <b>JOHN DODD</b> mentioned that the use of the tunnels as means of egress is acceptable as long as fire wardens guide the evacuation progress and encourage people to move forward towards an open space or another building. People should not allowed to congregate in an enclosed space close to the building been evacuated. This information will be provided during fire warden's training and refreshers.</p>	PROVIDE REPORT TO EHS	<b>HEADS OF DEPARTMENTS &amp; BETTY L.</b> By February 7, 2017
10:25 AM		ADD THE INFORMATION TO FIRE WARDEN'S TRAINING AND REFRESHER'S SESSIONS	<b>JOHN DODD, EHS</b> <b>A.S.A.P</b>



DATE OF ORIGIN	SAFETY AND HEALTH CONCERNS AND PROBLEMS	RECOMMENDATION OR ACTION TO BE TAKEN	ACTION BY (WHO & WHEN)
10:30 AM	<p><b>REVIEW ACTION ITEMS/UPDATES/FOLLOW UP:</b></p> <p>I. CHEMICAL INVENTORY  <b>R</b>isk assessments based on different hazards are been conducted, resulting in the disposal of certain hazardous chemical and update of safety protocols in labs and store areas</p>	ONGOING	BETTY LERNER
10:35 AM	<p>II. INSPECTIONS IN THE FACULTY OF SCIENCE  <b>A</b>n update was presented to the members.  <b>JOEY B.</b> informed this committee of impending safety lab inspections to be conducted by EHS personnel in collaboration with designated LASH COMMITTEE MEMBERS.</p>	FOLLOW UP/LAB MAINTENANCE FUTURE SAFETY LAB INSPECTIONS	LASH MEMBERS EHS
10:40 AM	<p>III. INAPPROPRIATE BEHAVIOR RESPONSE PROTOCOLS  <b>M</b>ore training and information will be provided            Krystyna and EHS will work with accessibility service to determine protocols to prepare students suffering from "mental illness" to respond to fire alarm and to provide the new information as part of the new fire warden's training and refreshers.</p>		KRISTYNA & EHS
10:45 AM	<p>IV. LASH MEMBER'S TRAINING  <b>U</b>ppdate of training taken by members.  <b>BETTY L.</b> attended the IPAM and CSSE Manitoba Chapter Conference this November 8-9, 2016</p> <p><b>JOEY B.</b> announced to members the first meeting soon to be coordinated by the EHS to congregate UofM LASH chairs members in February 2017.</p>	ONGOING	LASH MEMBERS  EHS To be announced
10:50 AM	MEETING ADJOURNED		

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APRIL 29, 2016 11:15 AM	<p>PHYSICAL PLANT, FOLLOW UP THE MAY 2016 LETTER  <b>CO-CHAIRS</b> were informed by Physical Plant that <b>ANDREW KONOWALCHUK</b>, Assoc. VP Administration will replace <b>ROD BERSCHIED</b>, Physical MANAGEMENT. Remaining safety concerns will be followed with the new PHYSICAL PLANT representative.</p>	PARKER BLDG. INSPECTION, SEPTEMBER 2016	<b>CO-CHAIRS SYLVIE R. KRISTYNA K. &amp; BETTY L.</b>



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><b>ACCIDENTS/INCIDENTS:</b></p> <ul style="list-style-type: none"> <li>No reports were submitted.</li> </ul> <p>Notice of Incidents:</p> <ul style="list-style-type: none"> <li><b>CARS IN THE WALKWAY IN FRONT OF MACHRAY HALL:</b></li> </ul> <p><b>A</b> new Incident was added to the high number of similar incidents reported since January 2016. This committee considers that the preventive measures taken by <b>PARKING SERVICES</b> have not been sufficient and new steps are required, and <b>Special Session</b> will be call by the <b>CO-CHAIRS</b> to discuss this issue with Parking Services and EHS.</p>	<p><b>CO-CHAIRS WILL INVITE RICHARD BELL, PARKING SERVICES ASSISTANT MANAGER AND JOEY BELLINO, EHS TO AN SPECIAL SESSION</b></p>

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

WORKER CO-CHAIR DR. SYLVIE RENAULT

EMPLOYER CO-CHAIR DR. KRYSZYNA KOCZANSKI

<sup>1</sup> Co-chair Members Selection and Responsibilities [http://umanitoba.ca/faculties/science/resources/FAC\\_SC\\_SAFETY\\_COMMITTEE\\_-\\_Rules\\_of\\_Procedures\\_-\\_v2.pdf](http://umanitoba.ca/faculties/science/resources/FAC_SC_SAFETY_COMMITTEE_-_Rules_of_Procedures_-_v2.pdf)