

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 LOCAL SAFETY LASH COMMITTEE Meeting Date: OCTOBER 18, 2018 Date of next meeting: JANUARY 2019 Number of employees at the workplace UNKNOWN	EMPLOYER CO-CHAIR KRYSZYNA KOCZANSKI	OCCUPATION ASSOCIATE DEAN, UNDERGRADUATE STUDIES, STUDENT EXPERIENCE	Present	Absent	
		EMPLOYER MEMBERS TREVOR SCHULTZ STEPHANIE CARTER	EXECUTIVE ASSISTANT TO THE DEAN ADMINISTRATIVE ASSISTANT, MICROBIOLOGY DEPARTMENT	X X	REGRETS
		Worker CO-CHAIR SYLVIE RENAULT Worker Members GEORGE ORRISS BETTY LERNER LINDA ALRAYES	ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT RESEARCH ASSOCIATE, CHEMISTRY DEPT. SAFETY COORDINATOR, FACULTY OF SCIENCE PhD. Student & TA, BIOLOGICAL SCIENCES DEPARTMENT	X X X	REGRETS
		Guests (LIST ALL) N/A			

TIME	REMARKS
Starting 10:00 AM	Co-Chair chairing this Session: SYLVIE RENAULT
	I. Approval of today's agenda (STEPHANIE CARTER & GEORGE ORRISS) II. Approval of minutes from JULY 17, 2018 (TREVOR SCHULTZ & GEORGE ORRISS) III. Business arising from Previous Minutes IV. New Business V. Review action items/Updates VI. Other Business VII. Summary of Incidents and investigation Reports Meeting Adjourned
Ending 12:00 PM	

Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
	<p>III. BUSINESS ARISING FROM PREVIOUS MINUTES:</p> <ul style="list-style-type: none"> <p>LASH MEMBERS TRAINING OPPORTUNITIES Betty presented different options for LASH member’s training, including new courses online and workshops provided by SafeWork MB and UofM. Each member will attend the trainings of their preference based on their availability.</p> <p>FOLLOW UP, FIRE SAFETY, ICM: The committee will contact the International College of Manitoba (ICM) regarding Fire Safety orientation and training for their instructors and TAs using the Faculty of Science facilities. (For more details, refer to the previous minutes, April 17, 2018)</p> 	<p>Training for LASH MEMBERS</p>	<p>BETTY L. IN PROGRESS</p>
APRIL 17, 2018	<ul style="list-style-type: none"> <p>FOLLOW UP, FIRE SAFETY, ICM: The committee will contact the International College of Manitoba (ICM) regarding Fire Safety orientation and training for their instructors and TAs using the Faculty of Science facilities. (For more details, refer to the previous minutes, April 17, 2018)</p> 	<p>Contact ICM</p>	<p>TREVOR S. IN PROGRESS</p>
OCTOBER 2017	<ul style="list-style-type: none"> <p>FOLLOW UP, FIRE SAFETY, FIRE DRILLS AND LAB INSPECTIONS SUMMARY REPORTS, EHS. The LASH committee members are planning to review the summary report of lab inspections and fire drills conducted by EHS at the next meeting in January 2019, to identify issues in the Faculty of Science. The lab inspections summary reports documents have not been received at this time, although it has been one year since the committee requested them. The LASH committee was supposed to receive a summary of the debriefing reports following the fire drills conducted by EHS. We are only aware of a very limited number of fire drills conducted in the Faculty of science since October 2017, and the committee has not received any documents related to these debriefings. The committee has concerns regarding Fire warden’s coordination and who is now responsible for the fire wardens coordination, as we are not aware of any meeting taking place regarding this subject. The committee has decided to take action and prepare a letter for EHS requesting said reports within a month. .</p> 	<p>Pending EHS will provide reports to the Fac. of Sc. Dean</p> <p>Request EHS to provide guidelines</p> <p>EHS will provide FIRE DEBRIEF reports to the LASH</p>	<p>Letter to FOLLOW UP by Co-chairs</p>
10:25 AM	<p>IV. NEW BUSINESS</p> <p>FIELD TRIP FOR COURSES: To address emergency response issues during “out of campus” activities taking place during the fall and winter periods, the faculty has developed and made available to instructors conducting field trips a new “Field trip Emergency Contact” form. Biological Sciences Department has started to implement the new form in the fall. The protocols are similar to the ones used for Faculty of Science research field trips (the completed forms are stored in a shared drive available to Security Services, for easy access 24/7 in case of an emergency). Trevor S. mentioned that Extended Education is no longer covering this aspect of summer courses, and the Faculty should offer this form all year round.</p>	<p>Forms available for Field Trips Head of the Departments and Security Services</p>	<p>BETTY L. IN PROGRESS</p>

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10:40 AM	<p>IV. NEW BUSINESS (continues) :</p> <p>NEW POLICIES</p> <p>CANNABIS NEW POLICY</p> <p>Due to the new law “Cannabis policy on campus”* the committee has decided to include a reference to the new policy in the lab research checklist for new personnel and TAs *umtoday.ca/cannabis-policy-on-campus</p>	<p>REFERENCE TO BE PROVIDED TO NEW LAB PERSONNEL & TAS</p>	<p>BETTY L. IN PROGRESS</p>
10:45AM	<p>RAZOR BLADES BULLETIN:</p> <p>EHS sent to Biosafety Holder’s a “Safety Bulletin: Utility Razor Blades”, August 2018.</p> <p>In the bulletin, it was stated that to prevent sharp injuries, biosafety permit holders must “... Immediately eliminate the use of unguarded razor blades restrictions of razor blade”. The bulletin mentions that “... if another worker at The University is injured again in the same manner, the consequences will be punitive. Provincial Safety Officers can take punitive actions against the University, its faculty members and lab supervisors. Punitive measures may include stop work orders, fines, and legal prosecution under the Manitoba Workplace Safety and Health Act/Regulations.”</p> <p>Concerns have been raised in the Biological Sciences Department regarding protocols that require the use of razor blades and is not always feasible to use scrape holders. New protocols will be developed and training will be provided when unguarded razor blades must be used and the policies posted in the labs.</p>	<p>LAB SAFETY PROTOCOLS & POSTERS</p>	<p>BIOLOGICAL LAB’S PIs & INSTRUCTORS IN PROGRESS</p>
11:00AM	<p>REVIEW REQUEST: POLICY REVISIONS & FEEDBACK</p> <p>A letter sent by Alan Scott was circulated by Joey Bellino, addressed to the LASH Committee requesting members to review and provide feedback on Policy Revisions on “Respectful Work and Learning Environment Policy”; “Sexual Assault Policy” and “RWLE and Sexual Assault Procedure”.</p> <p>Some of the comments included the importance of adding a short document with easy to understand steps on how to report such cases. Taking into consideration that the person reporting stressful incidents might need assistance, it was suggested that a 24/7 contact person would be very helpful (UofM or an outside of the university organization). The comments will be submitted as directed.</p>	<p>COMMENTS WILL BE PROVIDED</p>	<p>LASH MEMBERS IN PROGRESS</p>

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11:15 AM	<p>V. REVIEW ACTION ITEMS/UPDATES:</p> <p>DISABILITY ACCESS</p> <p>SUMMARY FROM THE PREVIOUS MINUTES (July 17, 2018)</p> <p>“...both main entrances to the Buller Building have no signs posted advising where the accessibility ramps are in order to access the facility.” Members have discussed different options, and suggestions were made to request a new ramp for the main entrance, and to include signs advising where the closest accessibility access entrance is located to access the Buller Bldg.</p> <p>A recommendation to follow up with this issue in collaboration with Physical Plant.</p>	CONTACT PHYSICAL PLANT	TREVOR S. IN PROGRESS
11:30AM	<p>CHEMICAL INVENTORY RECONCILIATION IN THE FACULTY OF SCIENCE</p> <p>Since 2014, the Faculty of Sciences has started using the Hechmet Chemical Inventory to maintain the chemical database for research and teaching labs. During the summer 2018, a physical reconciliation has taken place and a progress report was provided.: 105 Areas were reconciled including 68 Research Labs, 9 Teaching Labs , 3 Prep Rooms , 11 Chemical Storage & Stores , 2 Collections rooms, etc. The reconciliation will continue during the winter. This provided an opportunity to review proper safety storage of chemicals and to advise lab users of unsafe storage situations (broken containers, stable isotopes reports, etc.)</p>	ONGOING	BETTY L. IN PROGRESS
11:40 AM	<p>FACULTY OF SCIENCE, DEPARTMENTAL WHMIS TRAINING AND REFRESHERS</p> <p>DEPARTMENTAL WHMIS TRAINING</p> <p>The dean’s office requested from each department with research labs a list of research graduate students and lab personnel.</p> <p>The list was reconciled against the General Safety & WHMIS quizzes submitted online as part of the training orientation. A report on the training status has been submitted to the departments.</p> <p>EHS has collaborated with the Faculty by posting on the EHS “Environmental Health and Safety WHMIS Training” in UMlearn a note stating that the EHS Quiz is not the Faculty of Science WHMIS training.</p>	ONGOING PROGRESS REPORTS HAVE BEEN PROVIDED TO THE DEPARTMENTS	HEAD of DEPARTMENTS Dean PETER L. BETTY L.
11:45 AM	<p>REFRESHERS AT THE FACULTY OF SCIENCE Betty L. will continue to provide Health and Safety refreshers for supervisors in the Department of Biological Sciences & Microbiology, and will focus more on teaching instructors and sessional.</p> <p>New refreshers will be provided at council meeting in the Physics and Astronomy Department.</p>	ONGOING	BETTY L. IN PROGRESS
11:50 AM	<p>VI. SUMMARY OF INCIDENTS AND INVESTIGATION OF INCIDENT REPORTS</p> <p>Two incidents were reported this term, and have been reviewed. A new protocol has been developed with the Director of the animal care facility following an incident involving a snakebite.</p>	New SOP were developed	DONE BY MATT EMRICH & BETTY L.
12:00 PM	MEETING ADJOURNED		

INCIDENT REPORTS AND INVESTIGATIONS	FOLLOW UP
<p>The Faculty of Science SUMMARY OF INCIDENTS was presented to the LASH COMMITTEE and reviewed.</p> <p>Suggestions have been made and noted.</p>	<p>A RECOMMENDATION LETTER WILL BE SEND TO PHYSICAL PLANT TO SECURE A PEDESTRIAN SIGN IN THE MACLEAN CRESCENT PATH.</p> <p>LASH 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 SYLVIE RENAULT

WORKER MEMBER BETTY LERNER