



# 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>JULY 12, 2017</b> <b>Date of next meeting:</b> <b>OCTOBER 2017</b> <b>Number of employees at the workplace</b> <b>UNKNOWN</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	REGRETS
		<b>Worker Co-CHAIR</b> <b>SYLVIE RENAULT</b> <b>Worker Members (LIST ALL)</b> <b>GEORGE ORRIS</b> <b>BETTY LERNER</b>	<b>ASSOCIATE PROFESSOR, BIOLOGICAL SCIENCES</b> <b>DEPARTMENT</b> <b>RESEARCH ASSOCIATE, CHEMISTRY DEPT.</b> <b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b>	X	REGRETS
		<b>Guests (LIST ALL)</b> <b>N/A</b>			

TIME	REMARKS
Starting 1:00 PM	Co-Chair chairing this Special Session: SYLVIE RENAULT
	Co-Chair
	Approval of today's agenda & minutes from April 20, 2017 (STEPHANIE CARTER & KRYSZYNA KOCZANSKI)
	Business arising from Previous Minutes
	New Business
	Summary of Incidents and investigation Reports
	Other Business
Ending 2:30 PM	



Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
<p>JANUARY, 2016 9:05 AM</p> <p>July 12, 2017 1:20</p> <p>October 20, 2016</p> <p>June 21, 2017</p>	<p><b>BUSINESS ARISING FROM PREVIOUS MINUTES:</b></p> <p><b>I. VEHICLES IN UNAUTHORIZED AREAS, MACHRAY HALL FIRE LANE</b></p> <p>Co-chair Krystyna K. and Betty L. followed up the concerns regarding vehicles driving and parking in unauthorized areas with Security Services. Rick Jansen, Security Services Director, confirmed by phone that new measures to prevent unauthorized vehicles from entering the Machray Hall Fire Lane are in progress (it will involve the use of physical barriers, cones bolted to the concrete that will permit the fire trucks to access the area in case of an emergency).</p> <p>LASH committee member, Stephanie C. mentioned that there are problem encountered while delivering and retrieving heavy or bulky equipment due to the inaccessibility to the Buller Bldg. In a particular case, during the removal of an incubator, the movers needed to access the bldg. and were ticketed twice by the Parking Service Department. The review of the issue was not favorable and the Microbiology Department will be charged for the amounts for these bills.</p> <p><b>II. LABORATORY INSPECTIONS IN THE FACULTY OF SCIENCE (EHS)</b></p> <p>Environmental Health and Safety conducted Laboratory Inspections in the Chemistry Department during the months of April and May. Dr. Peter Loewen, Associate Dean of the Faculty of SCIENCE requested to be cc'd to all reports and to include the Fac. of SCIENCE Coordinator in the inspections.</p> <p>New Inspections will be conducted in the Biological Sciences Department starting by the end of July 2017.</p> <p>The delivery of the reports to the Faculty of Science is in progress, the LASH committee will review them once they become available, to identify issues and to assist supervisors and lab personnel.</p> <p><b>III. LASH Members' Training Opportunities</b></p> <p>Various training opportunities were discussed:</p> <ul style="list-style-type: none"> <li>• EHS courses: Learning &amp; Organizational Development Services Registration System</li> <li>• SafeWork MB: Intro to Workplace Inspections Training .</li> <li>• SafeWork MB: Committee Leadership Conference on September 27, 2017. Stephanie Carter will attend in lieu of Sylvie R.</li> </ul> <p><b>IV. FIRE DRILLS: FOLLOW UP AUDIBILITY CONCERNS &amp; OTHER ISSUES</b></p> <p>Jingwei Xie, Life Safety Engineer, Physical Plant announced that the funding for the upgrading of the Buller Bldg. alarm system has been approved, and he expects that the upgrade will be done by the end of this year.</p> <p>The LASH committee will follow up the remaining audibility issues in BSB and Allen Bldg. with the help of the Fire wardens during fire drills on the month of July.</p>	<p>LASH</p>	<p><b>CO-CHAIRS</b> To follow up</p>



Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
July 12, 2017	<p>New Fire warden and Fire Extinguisher training sessions have been offered by EHS</p> <p><b>V. Incidents and Investigation of Incident Reports Procedures</b>            The meetings to review safety procedures including WHMIS updates, working alone procedures, report of near misses, Incidents and accidents and Investigations were coordinated by B.L and. Co-chair Sylvie Renault during the month of June and were offered to supervisors in the Duff Roblin Bldg. The feedback has been positive, and new meeting will be offered to other groups in the department of Biological Sciences and Microbiology Departments</p>	LASH	CO-CHAIRS & B.L To follow up
July 2017	<p><b>New Business</b></p> <p><b>I. Laboratory Surveys in the Faculty of SCIENCE (B.L, FofS)</b>            As part of the risk assessment in the Faculty of SCIENCE, the Safety Coordinator is conducting surveys to the research and teaching labs in the Biological Sciences and Microbiology Departments to review different safety procedures and review the implementation of risk assessment in individual labs and maintenance of training records, working alone and other general policies safety equipment maintenance and accessibility (first aid kits, eyes wash stations, spill kits etc.)</p> <p><b>II. Field Research Trips Emergency Contact Information SOP</b></p> <ul style="list-style-type: none"> <li>The LASH committee suggested to add to the points to review between supervisors and field trip participants to include the discussion of the accommodation during field research trips and codes of ethic to the Safety Checklist for Supervisor conducting Field Research Trips.</li> <li>In order to improve flow of communication with security services, to provide the emergency information of field research participants in case of an emergency, Co-chair Sylvie Renault and Betty Lerner requested the creation of a shared drive to upload the policy of emergency procedures for Field Research trips and emergency information and contact forms.</li> <li>After discussing the procedures with Rachelle Ross (Records Manager, Archivist, Access &amp; Privacy) regarding privacy concerns and having received her approval.</li> <li>Fred Wong, Faculty of Science Information Systems Technician, Robert Dvorski, Client Support Supervisor, and Michel Ayotte, Information Services and Technology, have created the new shared drive which will be available next week, and will be implemented with the collaboration of Rick Jansen, Security Services.</li> </ul>	LASH	CO-CHAIRS & B.L To follow up
2:30 PM	<b>MEETING ADJOURNED</b>	LASH IT Services Security Services	CO-CHAIRS & B.L To follow up



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 were discussed during the meeting and will be followed up</p>	<p><b>LASH WILL FOLLOW UP WITH THE</b> assistance of EHS members.</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**  
IN LIEU OF Co-chair K.K