

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: APRIL 17, 2018 Date of next meeting: JULY 2018 Number of employees at the workplace UNKNOWN	EMPLOYER CO-CHAIR KRYSTYNA 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	
		Worker Co-CHAIR SYLVIE RENAULT Worker Members GEORGE ORRIS BETTY LERNER LINDA ALRAYES	PROFESSOR, BIOLOGICAL SCIENCES DEPT. RESEARCH ASSOCIATE, CHEMISTRY DEPT. SAFETY COORDINATOR, FACULTY OF SCIENCE PhD. Student and TA, BIOLOGICAL SCIENCES DEPT.	X X X X	
		Guests (LIST ALL) RUTH CAMERON CAROLINE GEBEL	INSTRUCTOR, PHYSICS & ASTRONOMY DEPT. EHS SAFETY OFFICER	X X	

TIME	REMARKS
Starting 10:00 AM	Co-Chair chairing this Session: KRYSTYNA KOCZANSKI
	Approval of today's agenda & minutes from JANUARY 17, 2018 (STEPHANIE CARTER & TREVOR SCHULTZ)
	Business arising from Previous Minutes
	New Business
	Other Business
Ending 11:25 AM	Summary of Incidents and investigation Reports
	Meeting Adjourned



Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
<p>October 2017</p> <p>November 2, 2017,</p> <p>APRIL 17, 2018</p>	<p>BUSINESS ARISING FROM PREVIOUS MINUTES:</p> <p>I. FIRE SAFETY:</p> <p>SUMMARY FROM THE PREVIOUS MINUTES</p> <p>“FIRE DRILLS:</p> <ul style="list-style-type: none"> o Environmental Health & Safety (EHS) will conduct the Faculty of Science fire drills in consultation with each Departmental General Office starting in October 2017. o EHS will revise the Fire Evacuation plan for the Allen Bldg. and communicate to the Allen Fire Wardens any changes to the protocol in order to correct deficiencies noted at the basement level. <p>I. FOLLOW UP: CAROLINE G., provided an update on the status of the fire drills schedules, and mentioned that Allen, Parker, BSB, Buller, and MIM buildings had a fire drill in the past few months, with more buildings scheduled for the upcoming months.</p> <p>LASH member, Betty L., inquired if the EHS could provide a copy of the debrief documents to the committee, to maintain the committee aware of any safety concerns found during the drills. CAROLINE G. will provide the documents to the LASH committee</p>	<p>EHS will coordinate Fire Drills</p> <p>Pending answer</p> <p>EHS, Fire consultants</p> <p>EHS will provide FIRE DEBRIEF reports to the LASH</p>	<p>EHS, ongoing, starting October 2017</p> <p>ASAP, EHS</p> <p>CAROLINE G. Co-chairs</p>
<p>October 2017</p> <p>September 2016</p>	<p>II. FOLLOW UP, AUDIBILITY CONCERNS & OTHER ISSUES</p> <p>SUMMARY FROM THE PREVIOUS MINUTES</p> <p>“AUDIBILITY CONCERNS:</p> <p>Audibility issues were found and reported to Physical Plant regarding room 301 BSB & 401 BSB. The LASH committee has discussed a temporary solution to the audibility issues in BSB following a recommendation by John Dodd, EHS, advising to post a sign to keep the 301 and 401 BSB Classrooms open to hear the fire alarm. EHS will also inform Security Services of the situation to ensure that they are aware of the issue.”</p> <p>CAROLINE G. has reported that according to Jingwei Xie (Physical Plant) all the Biological Science Building (BSB) and Buller Bldg. alarm system’s upgrades are completed.</p>	<p>EHS, Physical Plant</p>	<p>DONE</p> <p>March 2018</p>
<p>October 16, 2017</p>	<p>III. LABORATORY INSPECTIONS IN THE FACULTY OF SCIENCE (EHS)</p> <p>SUMMARY FROM THE PREVIOUS MINUTES</p> <p>“... to follow up lab inspections in the Chemistry Department and concerns regarding future Inspection in the Biological Sc. department. EHS agreed to prepare a summary report for each department of the Fac. of Science. The summary will highlight any concerns or issues to be discussed at the LASH committee meeting... EHS to provide a summary of the inspection results to identify trends in the data. Not received at this time.”</p> <p>The Departmental Heads and the Faculty of Science LASH have not received the Departmental summary reports corresponding to the Chemistry, and Physics and Astronomy Departments or Biological Sciences Department from EHS yet.</p> <p>KRYSZYNA K. has reported that Principal Investigators in the Chemistry Department have received their Lab inspection reports.</p> <p>SYLVIE R. has reported that the Principal Investigators in the Biological Sciences Department have not received their Lab inspection reports yet from EHS.</p>	<p>EHS PROJECT STATUS: in progress</p> <p>EHS will provide reports to the Fac. of Sc. Dean</p>	<p>Follow up Co-chairs</p>

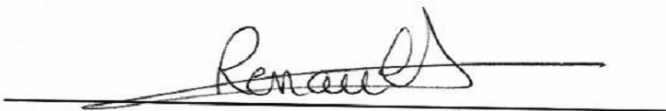
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<p>October 2017</p> <p>10:00 AM</p> <p>November 2017</p>	<p>IV. ACCESSIBILITY ACCESS TO THE BULLER BLDG. SIGNS</p> <p>SUMMARY FROM THE PREVIOUS MINUTES</p> <p>“...both main entrances to the Buller Building have no signs posted advising where the accessibility ramps are in order to access the facility.” Recommendation to follow up with this issue in collaboration with Physical Plant.</p> <p>Sylvie R. reported that the university has a webpage named “accessibility Hub” where information related to accessibility is posted including service disruptions.</p> <p>NEW BUSINESS:</p> <p>STAFF MEMBERS & STUDENTS’ REPORTS AND CONCERNS:</p> <p>REMOVAL OF FIRE EXTINGUISHERS FROM LABS AND TEACHING LABS</p> <p>RUTH C. expressed her concerns regarding the removal of Fire Extinguishers from the Physics and Astronomy teaching labs without warnings to the Instructors on March 12, 2018. She explained to the committee that Teaching Assistants (TAs) receive a Fire and Safety orientation at the beginning of the term that includes showing the precise localization of Fire extinguishers in each teaching lab. Since the fire extinguishers were removed without warning, the lack of communicating could result in a dangerous situation in case of a fire, were the instructor or TAs expected a fire extinguisher to be in a certain location.</p> <p>CAROLINE G. provided the LASH with a copy of an email sent to All Deans, Directors and Departmental Heads on March 16, 2017 where the EHS communicated the beginning of the auditing of the Fire Extinguisher Inventory. BETTY L. noted that the email is addressed to “All Deans, Directors and Department Heads” and although provides information regarding the reasons for the audit, and offers further fire extinguisher training, it does not indicate who will be responsible to communicate the information to the departments. E.g. to forward the email or redistribute the information within the Faculty/Departments. To prevent personnel from assuming the fire extinguishers were in their usual locations, an email warning of the dates and fire extinguisher relocations/removals would have ideal.</p> <p>USE OF LAB COATS IN PUBLIC AREAS</p> <p>Several undergraduate students have been seen wearing lab coats in public areas in the Faculty of Science. The use of lab coats in public areas (e.g. hallways, elevators, Starbucks) is not allowed. and can be seen as hazardous by public perception. KRISTYNA K. will follow up with RYAN CHURCILL, President of the Science Students' Association.</p> <p>LINDA A. reported that students carrying gels with ethidium bromide to her lab to use nitrile gloves in public areas. The Faculty of Science guidelines advise that when transporting samples, if required, only one glove should be used, leaving the other hand free to touch the elevator or the door. In addition, carts and secondary containers should be used when transporting hazardous materials in public areas.</p>	<p>EHS will contact Department Heads and WHMIS Coordinators</p> <p>Future distribution of safety information, communications EHS LASH Co-chairs</p> <p>Collaboration from the Science Students Association to prevent students from wearing labcoats in public areas</p>	<p>CO-CHAIRS & B.L To follow up</p> <p>EHS (ASAP)</p> <p>HEAD of DEPARTMENTS LASH Co-CHAIRS</p> <p>RYAN CHURCILL KRISTYNA K.</p>



Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by who & when)
<p>APRIL 15, 2018</p> <p>10:20 AM</p> <p>10:40 AM</p> <p>11:10 AM</p>	<p>NEW BUSINESS: (continues) POTENTIAL CONTAMINATION. SCIENCE MUSEUM, DUFF ROBLIN BLDG. A graduate student from the Faculty of Science has expressed concerns regarding the folding tables that are currently being stored in the museum in Duff Roblin. These tables have been in contact with animal specimens that have been tested positive for arsenic. She was concerned that the tables used by children, for example MiniU programs and Science Rendezvous, may not have been adequately decontaminated. The Museum Technician has reported that the tables were cleaned. DR. KEVIN FRASER will be contacted to ensure that the tables were properly cleaned.</p> <p>FIRE DOORS PROP OPEN It has been reported that the 500 level Machray Hall west fire door has been prop open numerous times despite a new sign posted on the door.</p> <p>POWER OUTAGE As a result of the power outage experienced by the UofM in Fort Garry campus, the desirability to access procedures during and after a power outage have been mentioned. KRISTYNA K. & SYLVIE R. have mentioned that there was a Pandemic Planning Committee but the status of this committee is unknown. It was also mentioned that more efficient system to communicate within the Faculty should be developed.</p> <p>SHOOTING INCIDENTS ON CAMPUS SEE MINUTES FROM DECEMBER 3, 2014 CAROLINE G. has mentioned that the EHS has new guidelines (website and paper magnetic booklets) with information and procedures to respond in case of emergencies, including shooting incidents. She will provide booklets and links to the Faculty of Science LASH.</p> <p>OTHER BUSINESS LASH Co-Chairs ANNUAL REVIEW FORUM GEORGE O. represented the Faculty of Science LASH. Committees were asked to submit an up to date list of LASH Members to EHS. Regarding the iAuditor Reports: 14 out of 20 of the LASH Committees are currently setup for iAuditor. The system is used to conduct safety inspections and assist in maintaining records. Each committee is allowed three devices on which to perform an iAuditor. More than three and we have to an additional fee per device. The iAudits are just meant to cover common areas, so they are separate from the lab inspections we do in the Faculty of Science LASH Committee.</p> <p>JOEY B., EHS explained the Exemptions the University has for workplace inspections. LASH Committees are required to submit the minutes of any LASH meeting to both Terry Neufeld at the EHS Office as well as to the Province (cominutes@gov.mb.ca) within 5 days. There was some suggestion in the round table discussion about having a meeting of Co-Chairs to discuss how to write up recommendations flagged up by the inspections</p>	<p>To report concerns CONTACT KEVIN FRASER</p> <p>Inspect the door periodically</p> <p>EHS will provide information regarding existing procedures</p> <p>EHS will provide New Information, links of resources and copies of the New version of the EMERGENCY REFERENCE GUIDE to the LASH</p> <p>To send the list of LASH Members to EHS</p>	<p>CO-CHAIRS & BETTY L. To follow up</p> <p>To follow up BETTY L.</p> <p>CO-CHAIRS & BETTY L. To follow up</p> <p>CAROLINE G. Co-chairs</p> <p>BETTY L. DONE</p>

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 DR. SYLVIE RENAULT



EMPLOYER CO-CHAIR DR. KRYSZYNA KOCZANSKI