

# Local Area Safety & Health Committee (LASH) Minutes

WORKPLACE COMPLETE NAME AND ADDRESS	MEMBERS	OCCUPATION	Present	Absent	
<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> PHONE: (204) 474-8256 FAX: (204) 474-7618  <b>Committee:</b> <b>FACULTY OF SCIENCE LOCAL</b> <b>SAFETY LASH COMMITTEE</b>  <b>Meeting Date:</b> <b>AUGUST 20, 2020</b>  <b>Date of next meeting:</b> <b>DECEMBER 2020</b>  <b>Number of employees at the workplace</b> UNKNOWN	<b>EMPLOYER CO-CHAIR</b> <b>KRISTYNA KOCZANSKI</b>	<b>ASSOCIATE DEAN, UNDERGRADUATE STUDIES, STUDENT EXPERIENCE</b>	X		
	<b>EMPLOYER MEMBERS</b> <b>TREVOR SCHULTZ</b>  <b>STEPHANIE CARTER</b>	<b>EXECUTIVE ASSISTANT TO THE DEAN</b>  <b>ADMINISTRATIVE ASSISTANT, MICROBIOLOGY DEPARTMENT</b>	X		Regrets
	<b>Worker CO-CHAIR</b> <b>SYLVIE RENAULT</b>	<b>PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT</b>	X		
	<b>Worker Members</b>  <b>BETTY LERNER</b>  <b>LINDA ALRAYES</b>	<b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b>  <b>PhD. Student &amp; TA, BIOLOGICAL SCIENCES DEPARTMENT</b>	X  X		
	<b>Guests (LIST ALL)</b>  <b>N/A</b>				

TIME	REMARKS
Starting 11:00 AM	Chairing this Session <b>KRISTYNA KOCZANSKI</b>  I. Approval of today's agenda ( <b>SYLVIE &amp; TREVOR</b> ) II. Approval of minutes from <b>MAY 20, 2020 (TREVOR E &amp; LINDA)</b> III. Business arising from Previous Minutes IV. New Business V. Summary of Incidents and investigation Reports VI. Other Business
Ending 12:05 AM	Meeting Adjourned

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Date of origin	SAFETY AND HEALTH CONCERNS AND PROBLEMS	Recommendations or actions to be taken	Action by (who & when)
<p><b>MAY 20</b> 11:05 AM</p> <p><b>JANUARY 23</b></p>	<p><b>III. BUSINESS ARISING FROM PREVIOUS MINUTES:</b></p> <p><b>SESSION ON JANUARY 23 FOR A MEETING ON MARCH 18, 2020</b> The extra session planned for March 18 to discuss safety issues with EHS representatives was cancelled due to covid-19. Members of LASH have decided to request the information regarding Fire Safety by email.</p>	<p><b>EMAIL EHS</b></p>	<p><b>TREVOR S</b> <b>ASAP</b></p>
<p><b>MAY 20</b> 11:10 AM</p>	<p><b>SESSION ON MAY 20, 2020, FOLLOW UP:</b></p> <p><b>AUTOCCLAVE VALIDATIONS (UPDATE)</b> Due to the lockdown and subsequent reduction of research activities, only one autoclave (located in the Buller Bldg.) was maintained monthly validated and available for biological waste disposal. Following the recent increased of research activities due to the partial reopening under the new covid-19 UofM guidelines, monthly test validations were done to the rest of the units to be used to dispose of biological waste. An email will be sent to the Heads of Departments to ensure that the validations continue to be conducted monthly.</p> <p><b>ACCESSIBILITY SIGNS</b> Trevor S. has been contacted by Physical Plant and consulted regarding the location and type of accessibility signs in the main entrance of Buller Bldg. The work has been discussed and the order has been placed. Due to reduced staffing in PP, the accessibility signs will be posted in the future. An email will be sent to PP to follow up and the LASH will report in the minutes once the accessibility signs are posted.</p>	<p><b>Consult with the Heads of Department regarding the individuals responsible to conduct Autoclave Validations</b></p> <p><b>Physical Plant</b> posting of accessibility signs</p>	<p><b>KRYSZYNA K &amp; BETTY L</b> <b>ASAP</b></p> <p><b>TREVOR S</b> (to follow up)</p>
<p><b>MAY 20</b> 11:20 AM</p>	<p><b>IV. NEW BUSINESS</b></p> <p><b>COVID-19 INFORMATION FOR RESEARCH PERSONNEL</b> On May 26, 2020 an email was distributed to the Faculty informing that as part of the requirements to submit a research restart application, all PIs are responsible to verify that "...All research personnel will be required to read and understand the UMLearn module COVID-19 Safety Training."</p> <p><b>COVID-19, resources to reduce potential exposures/transmission</b> As part of the reopening of research activities, water fountains have been closed to prevent potential sources of transmission of the virus. Only contactless automatic water dispensers for water containers will remain available. Hand sanitizer and dispensers should be available in shared and common areas. Who will be responsible for placing the dispensers and to decide their location?</p>	<p><b>UofM</b> <b>Covid-19 safety</b> <b>Training for</b> <b>research personnel</b></p> <p><b>Email Physical</b> <b>Plant</b></p>	<p><b>PRINCIPAL</b> <b>INVESTIGATORS</b> (Ongoing)</p> <p><b>KRYSZYNA K</b> <b>ASAP</b></p>

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MAY 20 11:35 AM	<p><b>IV. NEW BUSINESS (continue)</b></p> <p><b>COVID-19 FIELD TRIP GUIDELINES</b> As part of the reopening of research activities, some field trips have continue their activities.</p> <p>Field research trip forms and first aid protocols (Field Research trips Emergency Response form) have been amended to include the pertinent information and links to the provincial Covid-19 updates and health resources.</p>	Field Research Forms & Emergency guidelines	Head of Departments <b>Betty L</b> (Done)
MAY 20 11:45 AM	<p><b>V. OTHER BUSINES</b></p> <p><b>Access to the Forth Garry Campus:</b> Some personnel and students who currently don't hold a parking permit have expressed concerns about taking the bus and inquired about the use and location of the parking lots and parking spots and if they <b>could</b> be used free of charge during the following term.</p> <p><b>Ergonomics</b> <b>Ergonomics Resources</b> Concerns regarding remote offices, where the use of implements such as keyboards, mice and desk chairs, not designed with long hours of use in mind (not designed ergonomically) or when not used properly might negatively impact the health and wellbeing of staff. Judy Shields, Occupational Health Coordinator in the EHS offers "At-Home Ergonomic resources" and individual remote ergonomic assessments at personnel's remote work stations by reaching to Judy at <a href="mailto:Judy.Shields@umanitoba.ca">Judy.Shields@umanitoba.ca</a> or at 204-474-6438</p> <p><b>Temporay Use of Ergonomic office supplies</b> Trevor S. indicated that personnel is encouraged to temporarily take their ergonomic implements such as keyboards, mice and chairs while working from home (after obtaining authorization from Dean Peter Loewen as required to enter the building, to ensure minimal occupancy).</p>	Consult Parking Services	<p><b>KRISTYNA K</b> Before September 2020</p> <p><b>Judy SHIELDS</b> Contact by email (ongoing)</p> <p>Available Temporarily upon request</p>
MAY 20, 12: 00 PM	<p><b>INCIDENTS REPORTS / FOLLOW UP</b></p> <p><b>MINOR INCIDENT</b> On May 26, 2020 a staff member at the Biological Sc. Animal Holding Facility reported that she was bitten in her right hand's palm by a rat while changing the bedding in the rodent's cage (a minor incident).</p> <p>Safety protocols were reviewed by the supervisor with the staff member following the incident.</p>	Remote ergonomic chairs, keyboards and mice	<p>Review Animal Holding Facility Safety guidelines</p> <p><b>SHAUNA HEWSON</b> Delegated Supervisor (Done)</p>

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### FOLLOW UP

- To email **EHS** representatives requesting an update regarding Building evacuation plans (asking if there will be fire drills while the campus is minimally occupied during Covid-19 and the policy regarding fume hoods during a fire alarm)
- To email Parking Services asking for the Fall term starting September 2020 regarding the use of parking lots and if there will be exceptions for the location and fees for students and/or personnel during the term.
- To follow up the posting of safety accessibility signs in the main entrance of Buller Bldg.

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

*K. Koczanski*

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**EMPLOYER CO-CHAIR, KRYSZYNA KOCZANSKI**

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**WORKER CO-CHAIR, SYLVIE RENAULT**