

# Local Area Safety & Health Committee (LASH) Minutes

| WORKPLACE COMPLETE NAME AND ADDRESS   | MEMBERS   | OCCUPATION  | Present    | Absent |
|---|---|---|------------|--------|
| <b>FACULTY of SCIENCE</b><br><b>239 MACHRAY HALL</b><br><b>186 DYSART ROAD</b><br><b>UNIVERSITY of MANITOBA</b><br><b>WINNIPEG, MANITOBA</b><br><b>R3T 2N2 CANADA</b><br>PHONE: (204) 474-8256<br>FAX: (204) 474-7618<br><br>Committee:<br><b>FACULTY OF SCIENCE LOCAL</b><br><b>SAFETY LASH COMMITTEE</b><br><br>Meeting Date:<br><b>MAY 19, 2021</b><br><br>Date of next meeting:<br><b>AUGUST 2021</b><br><br>Number of employees at the workplace<br><b>UNKNOWN</b> | <b>EMPLOYER CO-CHAIR</b><br><b>KRISTYNA KOZANSKI</b>                            | <b>ASSOCIATE DEAN, UNDERGRADUATE STUDIES, STUDENT EXPERIENCE</b>  | X          |        |
|   | <b>EMPLOYER MEMBERS</b><br><b>TREVOR SCHULTZ</b><br><br><b>STEPHANIE CARTER</b> | <b>EXECUTIVE ASSISTANT TO THE DEAN</b><br><br><b>ADMINISTRATIVE ASSISTANT, MICROBIOLOGY DEPARTMENT</b>            | X          |        |
|   | <b>Worker Co-CHAIR</b><br><b>SYLVIE RENAULT</b>                                 | <b>PROFESSOR, BIOLOGICAL SCIENCES DEPARTMENT</b>  | X          |        |
|   | <b>Worker Members</b><br><br><b>BETTY LERNER</b><br><br><b>LINDA ALRAYES</b>    | <b>SAFETY COORDINATOR, FACULTY OF SCIENCE</b><br><br><b>PhD. STUDENT &amp; TA, BIOLOGICAL SCIENCES DEPARTMENT</b> | X<br><br>X |        |
|   | <b>Guests (LIST ALL)</b><br><br><b>N/A</b>                                      |   |            |        |

| TIME             | REMARKS  |
|------------------|--|
| Starting 2:05 PM | Chairing this Session<br><b>SYLVIE RENAULT</b><br><br>I. Approval of today's agenda (STEPHANIE & KRISTYNA)<br>II. Approval of minutes from FEBRUARY 24, 2021 (STEPHANIE & KRISTYNA)<br>III. Business arising from Previous Minutes<br>IV. New Business / Issues<br>V. Summary of Incidents and investigation Reports<br>VI. Other Business |
| Ending 3:45 PM   | Meeting Adjourned  |

## Local Area Safety & Health Committee (LASH) Minutes

| Date of origin | SAFETY AND HEALTH CONCERNS AND PROBLEMS   | Recommendation or actions to be taken       | Action by (who & when)   |
|----------------|---|---|--|
| MAY 19         | <p><b>III. BUSINESS ARISING FROM PREVIOUS MINUTES</b></p> <p><b>ISSUES FROM POSTPONED MEETING ON MARCH 18, 2020</b></p> <p>To be followed up by the appropriate EHS specialists. For more details, refer to the minutes on March 18, 2020</p> <p><b>AUTOCLAVES</b></p> <p><b>VALIDATION</b></p> <p>The autoclave located in the Biological Sciences Building (BSB) was not used during the lockdown of 2020. The maintenance has since been restarted and the equipment has since being validated and is now available for biological waste disposal.</p> <p>All autoclaves are now validated under a monthly schedule and available for biological waste disposal.</p> <p><b>AUTOCLAVE TRAINING, SAFETY POSTERS &amp; PROCEDURES SIGNS</b></p> <p>In response to various incidents reported regarding the use of autoclaves, and as result of the Faculty of Science consolidation of the autoclaves and autoclave rooms, all autoclaves will now have a designated Autoclave coordinator and a mandatory in person autoclave training and online quiz.</p> <p>The Buller autoclave will be used as a model to the rest of the rooms: online calendar to book cycles, logbooks and keys to use the equipment when possible.</p> <p><u>Autoclave Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Buller Coordinators: currently, Jaclyn Villanueva, starting on May 2021, Rizza Reyes as support coordinator.</li> <li>• Parker Autoclaves: currently, Terry Wolowiec.</li> <li>• Duff Roblin and BSB Coordinator: Carl Szczerski starting on June 2021.</li> <li>• Allen Bldg.: To be assigned.</li> </ul> <p>Autoclave Coordinators, with the assistance of the Safety Coordinator will be responsible to conduct monthly validations for those autoclaves used for waste disposal. To maintain the online calendar or logbook available for autoclave users to assist with the tracking of cycles, users, assist users to coordinate time slots and to provide assistance in case a user have any questions.</p> <p>Autoclave coordinators will also hold hands-on in person training sessions for autoclave users, and to ensure that equipment are in working conditions.</p> <p>To ensure that users are leaving the facility in tidy and proper conditions and posters and safety guidelines posted and emergency contact and procedures are available.</p> <p>Autoclave users must contact autoclave coordinators in order to attend a hands-on training session, and to have completed the autoclave training and quiz prior to be authorized to use the equipment.</p> <p>Research lab supervisors from outside the Faculty of Science must contact autoclave coordinators before accessing the equipment to be added to a distribution list of autoclave users.</p> | <p>Follow up</p><br><p>Ongoing schedule</p> | <p><b>EHS</b></p><br><p>JACLYN<br/>VILLANUEVA<br/><b>TERRY WOLOWIEC</b><br/>RIZZA REYES &amp;<br/><b>BETTY L</b><br/>(Ongoing)<br/>(In progress)</p><br><p>JACLYN<br/>VILLANUEVA<br/><b>TERRY WOLOWIEC</b><br/><b>CARL SZCZERSKI</b><br/>RIZZA REYES<br/><b>SYLVIE R &amp; BETTY L</b><br/>(Ongoing)<br/>(In progress)</p> |

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|-------------------|---|--|---|
| MAY 19            | <p><b>III. BUSINESS ARISING FROM PREVIOUS MINUTES:</b></p> <p><b>SAFETY PERSONAL PROTECTIVE EQUIPMENT (THERMAL GLOVES)</b></p> <p>In response to various incidents reported regarding the use of autoclaves, the Faculty will provide thermal gloves for common use. The appropriate number and type of thermal gloves will be discussed with the corresponding departments and made available to autoclave users and where cryogenic materials (LN<sub>2</sub>, dry ice, etc.) is handled.</p> <p>As a safety initiative, the Faculty of Science will start a “swap of thermal gloves program”. Research laboratories will be given the opportunity to update their thermal gloves by swapping their old ones (that might contain asbestos or in bad conditions) for new thermal gloves (hot resistant or cryogenic thermal insulated gloves).</p>   |  | <p><b>BETTY L</b><br/>(In progress)</p>   |
| MAY 19<br>2:30 PM | <p><b>IV. NEW BUSINESS / ISSUES</b></p> <p><b>ACCIDENT REPORTING</b></p> <p>New guidelines for accident reporting protocols: Supervisors required to complete an <a href="#">Incident Investigation Form (PDF)</a> and email the form to <a href="mailto:OHReport@umanitoba.ca">OHReport@umanitoba.ca</a></p> <p><b>COVID-19 GUIDELINES &amp; THE USE OF FACE MASKS</b></p> <p>Some confusions were reported to the LASH committee regarding the use of masks (private offices, outdoor on campus and field trips) after the policy regarding Covid-19 restrictions were last updated on <a href="https://umanitoba.ca/coronavirus">https://umanitoba.ca/coronavirus</a> . LASH members informed the Faculty of Science about the issues.</p> <p><b>DISTRIBUTION LISTS &amp; CONTACT INFORMATION</b></p> <p>Due to various changes in personnel, EHS has changed the contact person for some of their sectors (accident reporting, chemical safety, etc.) The list of distribution of the LASH minutes to Deans and WHMIS Coordinators has changed. The updates will be done as new positions are filled or reassign.</p> | <p>Email<br/><b>ASSOCIATE DEAN</b><br/><b>BRIAN MARK</b></p> | <p><b>KRYSTYNA K</b><br/>&amp;<br/><b>SYLVIE R</b></p> <p><b>TREVOR S</b><br/><b>KRYSTYNA K</b><br/>As the information becomes available.</p> |

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|-------------------|--|--|---------------------------|
| MAY 19<br>2:45 PM | <p><b>V. OTHER BUSINES</b><br/><b>GRADUATE &amp; UNDERGRADUATE STUDENT’S CONCERNS</b></p> <p>Linda A. circulated an email to students in the Faculty of Science to give an opportunity to any student to rise any safety concern to this committee.</p> <p>Concerns about the disclosure of coronavirus positive cases in the department were mentioned. Students would like the information to include the lab group’s name.</p> <p>Trevor S. mentioned that due to confidentiality restrictions, more information cannot be released by the Faculty.</p>   |  | Linda A.<br>&<br>SYLVIE R |
| MAY 4, 2021       | <p><b>V. OTHER BUSINES</b></p> <p><b>INCIDENTS REPORTS / FOLLOW UP</b><br/><b>HEALTH CONCERN</b></p> <p>Concern: Animal Holding Facility employees have consulted the Faculty of Science Safety Coordinator regarding potential health concerns, involving exposure to small particles (ashes) after the incineration process.</p> <p>EHS has been consulted in regards to the review of safety procedures in the Animal Holding Facility pertaining to the cleaning of the Industrial Incinerator.</p>  |  | EHS<br>May 25, 2021       |
| MAY 7             | <p><b>CONCERN, CHEMICAL/WASTE DISPOSAL</b></p> <p>A lab inquired about the proper waste procedures to disposed of hazardous and unknown potentially hazardous chemicals in a glove box from a previous research group.</p> <p>EHS was contacted. Due to the nature of the chemicals, Clean Harbors Canada Inc, has been called to assess the materials and to provide a quote in order to remove these items.</p> <p>Recommendation: to ensure that all biological, chemical and physical hazards in research labs have been appropriated disposed or reassigned as well as ensuring the decommissioning of laboratory equipment and research areas, researchers should be required to complete a safety checklist when stoping their research activities (retirement, relocation, etc.)</p> | ASSOCIATE DEAN<br>BRIAN MARK           | TREVOR S                  |

## 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 update the emergency contact in the Autoclave rooms, with the name and contact information of the new Autoclave room coordinators when applicable.
- To inform the Dean's office of the recommendation to establish a "go away package" for researchers to properly dispose, decommission or reassign their chemicals, biological materials, equipment's and lab areas.

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

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EMPLOYER CO-CHAIR, **KRYSTYNA KOCZANSKI**

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WORKER CO-CHAIR, **SYLVIE RENAULT**