# OSHA Committee UMB #1

## Meeting Report

<table>
<thead>
<tr>
<th>Complete name and mailing address:</th>
<th>Worker Co-Chair:</th>
<th>Worker members:</th>
<th>Bargaining Group:</th>
<th>present</th>
<th>absent</th>
</tr>
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<tbody>
<tr>
<td>UMB 1</td>
<td>Ana Vialard Hart</td>
<td>Poluha, Bill</td>
<td>CUPE 3909</td>
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<tr>
<td>University of Manitoba</td>
<td>Christie, Will</td>
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<tr>
<td>c/o EHS</td>
<td>Hamelin, Daryl</td>
<td>Hamelin, Daryl</td>
<td>AESES</td>
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<td>Rm 191 Extended Education</td>
<td>Moorthy, Jehan</td>
<td>Moorthy, Jehan</td>
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<td>Winnipeg, MB R3T 2N2</td>
<td>Prokesch, Ruth</td>
<td>Prokesch, Ruth</td>
<td>UMSU – Student</td>
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<td>Vacant</td>
<td>Vacant</td>
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<tr>
<td></td>
<td>Julia Panchyshyn</td>
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<td>UNIFOR 3007</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>EMAPS</td>
<td>X</td>
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**Alternate members:**
- Sam-King, Wilfred
- Erwin, Dirks
- Sasek, Melinda
- Vacant
- Vacant

<table>
<thead>
<tr>
<th>Employer Co-Chair:</th>
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<th>Unit/Faculty/Dept:</th>
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<tbody>
<tr>
<td>Jansen, Rick</td>
<td>Stone, Barry</td>
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<td></td>
<td>Jones, Lani</td>
<td>Student Residences</td>
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<td></td>
<td>McGregor, Dan</td>
<td>Human Resources</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Faculty of Health Sciences</td>
<td></td>
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**Alternates:**

**Guests:**
- Jolicoeur, Darrin
- Bellino, Joey
- Dodd, John
- Shields, Judy
- EHS

Telephone #: 204 474-6533
Facsimile #: 204 474-7629

Date of Meeting: March 12, 2018
210 Helen Glass Centre

Date of next meeting: June 11, 2018
Location: TBA

# of employees represented: 5,000 and 1,800 casual

<table>
<thead>
<tr>
<th>Bargaining Group:</th>
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<tbody>
<tr>
<td>UMSU – Student</td>
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<tr>
<td>CUPE 1482</td>
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<td>AESES</td>
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<td>UMFA</td>
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<tr>
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<td>Human Resources</td>
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<td></td>
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<tr>
<td>Faculty of Health Sciences</td>
<td></td>
<td></td>
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</table>

**Bargaining Group:**

**Employer Co-Chair:**
- Jansen, Rick

**Employer members:**
- Stone, Barry
- Jones, Lani
- McGregor, Dan

**Alternates:**

**Guests:**
- Jolicoeur, Darrin
- Bellino, Joey
- Dodd, John
- Shields, Judy
- EHS
### Opening Remarks

Meeting commenced at 1:33 pm.

1. Welcome and introductions

2. Adoption of Agenda for March 12, 2018
   
   M/S W. Christie/B. Poluha Carried

3. Adoption of Minutes for December 11, 2017.
   
   M/S R. Prokesch/L. Jones Carried.

The committee members who represented unions were asked to contact their union to find an alternate if possible as several did not have one or was out-of-date.

### Recommendations to the Employer

<table>
<thead>
<tr>
<th>#</th>
<th>Date of Notification to the Employer</th>
<th>Due Date for Employer’s Response</th>
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<tbody>
<tr>
<td>None were made at this meeting.</td>
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### Continuing Safety & Health Concerns and Problems*

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Concern or Problem</th>
<th>Action to be Taken</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 28/17</td>
<td>Working Alone Procedure Template</td>
<td>J. Bellino to obtain permission from Libraries LASH committees to use their Working Alone Procedures (WAP) as a template for other groups to use. If permission is granted, the WAP template is to be shared with the OSHA committee members.</td>
<td>J. Bellino</td>
</tr>
<tr>
<td>Feb 28/17</td>
<td>Quarterly OSHAC Co-Chair E-Mail to All LASH Co-Chairs</td>
<td>OSHAC Co-Chairs to send an e-mail to all LASH Co-Chairs a month before each OSHAC meeting. E-mail will give date of upcoming OSHAC meeting, ask LASH Co-Chairs for submissions, give a reminder regarding the accidents/incidents report and distribute any important information. The e-mail will include the OSHAC agenda and a web link to the minutes of the last meeting.</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Jun 12/17</td>
<td>AESES Letter to OSHAC Regarding February 14, 2017 Incident on Fort Garry Campus</td>
<td>Co-Chairs to follow up and report on progress of traumatic event protocol for University employees.</td>
<td>Co-Chairs</td>
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### New Safety & Health Concerns and Problems*

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Concern or Problem</th>
<th>Action to be Taken</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 12/18</td>
<td>Fire Safety</td>
<td>EHS to send out a reminder regarding the fire extinguisher audit as outlined below in 1 (a). EHS to share list of fire wardens with OSHA committee. EHS to keep OSHA</td>
<td>EHS</td>
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</table>
Mar 12/18  General Fire Safety

- committee advised of any health and safety decisions that broadly impacts the University of Manitoba.
- OSHA committee to explore developing a general fire safety poster campaign.

Co-Chairs

*NOTE: Any person with a safety concern is expected to bring that concern to their direct supervisor first. The supervisor is responsible for getting the concern resolved. If the concern is not resolved or not handled to the worker’s satisfaction, a committee member should be contacted. It is important to keep the worker informed of the disposition of the matter. Any person may contact the Manitoba Workplace Safety and Health Division for additional information and consultation.

Other S&H Committee Information: upcoming events, training, etc.

1) New Business

a) Fire Safety – The committee voiced concern about the breakdown in communication regarding the removal and relocation of fire extinguishers at the University of Manitoba. John Dodd, Director of Risk Management (which includes Environmental Health and Safety (EHS)), shared with the committee a memo that was sent to all Deans, Directors and Department Heads (DDD) on March 16, 2017 (see attached). The committee recommended the following:

- EHS to send out a reminder regarding the fire extinguisher audit and the ongoing project to replace, relocate and remove them.
- The reminder should include DDD, OSHA committee, all LASH committees, Chief Fire Wardens and building managers.
- The Chief Fire Wardens will be asked to distribute this reminder to all fire wardens, key personnel and tenants in their area/building.
- The exploration of developing a poster campaign regarding general fire safety.
- EHS to keep the OSHA Committee advised of any decisions that will broadly impact the health and safety of the University community.
- EHS to share the list of all fire wardens with the OSHA committee.

The committee briefly discussed the ongoing space heater issue. EHS informed the committee that a pilot project was run regarding safe alternatives.

2) Ongoing Business

a) Regular Updates from EHS – J. Bellino

i. Safety Concerns which Affect the University as a Whole as Identified by LASH Committees e.g. inspections and investigations
ii. Update on LASH committees
iii. Update on General Report to LASH Committees on Accidents and Incidents at the University – J. Shields
iv. Progress Report on Safe Work Procedures (SWP) Workshops
v. Health and Safety Decisions that Broadly Impact the University as a Whole

A written report was submitted by EHS and will be attached to the minutes.

J. Shields will provide statistics on accidents and incidents to LASH committees for their areas upon request. The request must be submitted a week in advance. The Chair asked that this request for statistics be included in the quarterly OSHAC e-mail reminder to LASH committees. J. Shields explained that statistics were not collected by her regarding students except in cases where insurance claims were made. Because of PHIA and FIPPA, other institutions do not share accident and incident information as it is considered confidential. She was not aware of any comparisons between institutions because of this. A decrease in the annual claim rate indicated that Workers Compensation Board (WCB) considered the University a lower risk. The term “bodily reaction” in the Accidents and Incidents report, referred to a broad category from WCB. It included as examples hearing loss due to noise, an infection from a laceration, an asthmatic reaction and/or a rash from a chemical exposure, etc. The term “Assaults, violent acts, attacks or harassment” included sexual assaults.
Two safe work procedure workshops were scheduled for April 11 and 18 for the Faculty of Agriculture. The development of one safe work procedure template to replace the four is on hold until other more pressing projects were completed.

b) February 14, 2017 Attack on Fort Garry Campus – R. Jansen informed the committee that the traumatic event protocol is in the process of being officially adopted. It has been piloted in two situations. The protocol will be released once it has been officially approved.

c) Internal Annual Review of LASH Committees – EHS held an OSHA/LASH co-chair forum on March 8, 2018. 30 people attended. The first Annual Review of the LASH committees was discussed at the forum. It was stressed that LASH committees must submit their minutes to the Province on a timely basis in order to show compliance. The challenges LASH committees faced were regarding committee composition, committee formation, roles, minutes (composition, procedures and submission (reporting groups and deadlines)). EHS will provide training and information to all LASH committees as required. LASH co-chairs were advised to ask unions to find representatives for their respective bargaining unit. J. Bellino and A. Vialard Hart will meet to strategize on ways to support LASH committees in being compliant with the meeting minutes. J. Bellino was asked to share with the OSHA committee the chart that summarized the LASH Annual Review. OSHA committee members who also sit on LASH committees were asked to review minutes practices and procedures in their committees.

d) Update on Health and Safety Training for New Employees – A. Vialard Hart will provide an update once she has met with Patty Sanders from Human Resources.

3) Members Round Table – Safety and Health Concerns and Problems

B. Poluha reported that the libraries will have extended hours during examination periods. The Elizabeth Dafoe and Science libraries will be open 24 hours. There will be changes with two security personnel being present rather than one and additional floors being accessible.

B. Stone reported that the emergency protocol put in place worked successfully with the recent power outages at the residences at the Fort Garry campus.

4) Meeting Schedule for 2017-18: Dates Set for the Academic Year

- September 18, 2017 – 1:30 to 3:00 pm
- December 11, 2017 – 1:30 to 3:00 pm
- March 12, 2018 – 1:30 to 3:00 pm
- June 11, 2018 – 1:30 to 3:00 pm

The location will be announced at a later time.

Adjournment: Meeting was adjourned at 2:42 pm.

Co-Chair's signatures - In my opinion, the above is an accurate record of this meeting.

<table>
<thead>
<tr>
<th>chaired meeting (x)</th>
<th>print name</th>
<th>signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker co-chair</td>
<td>Ana Vialard Hart</td>
<td></td>
</tr>
<tr>
<td>Employer co-chair</td>
<td>Rick Jansen</td>
<td></td>
</tr>
</tbody>
</table>

If one, or both co-chairs do not agree with the minute record, comments noted:

Distribute copies of the completed report to:
- All of the committee members (on this committee), and
• EHS to send a memo to Deans, Directors and Department Heads, relevant management members and LASH co-chairs that the minutes have been posted on the EHS website, and
• Environmental Health & Safety (EHS) – joey.bellino@umanitoba.ca, and
• Workplace Safety & Health Division (Province of Manitoba) – cominutes@gov.mb.ca, and
• Post on EHS LASH Committee website.

This report form is intended to record briefly and clearly, the safety and health concerns at our workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at our workplace and the MB Workplace Safety and Health Division, with information on the committee's activities and progress to date.

For more information, view the Environmental Health and Safety's LASH committee website:
http://umanitoba.ca/admin/vp_admin/risk_management/ehso/general_safety/LASH.html

And/or:
SafeManitoba.com website or call Workplace Safety and Health for assistance at 204 945-3446.

The University's Health and Safety Policies and Procedures (on the Governance webpage) include:

• Health and Safety Policy
• Safety Committees
• Safety Management Procedure
• Health and Safety Procedure – Employees
• Health and Safety Procedure – Students
• Health and Safety Procedure – Visitors and Contractors
• Health and Safety Procedure – EHSO
• Response to Health and Safety Concerns – Employees
Local Area Safety and Health (LASH) Committee Report

Agenda Item 4(a) Updates from Environmental Health and Safety

i) Safety concerns which affect the University as a whole as identified by LASH Committees None to report

ii) Number of LASH Committees that met (in last 90 days): 15 (75%)

LASH committees that did not meet (last 90 days): Five

1. UMB-9 Faculty of Architecture
2. UMB-16 Administration
3. UMB-23 Faculty of Social Work
4. UMB-25 William Norrie
5. UMB-26 RCFFN

iii) Update on General Report to LASH committees on Accidents and Incidents at the University (updated to February 28, 2018)

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<th>Event or Exposure</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018 YTD</th>
<th>Total</th>
<th>%</th>
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<tbody>
<tr>
<td>Bodily reaction</td>
<td>15</td>
<td>8</td>
<td>10</td>
<td>13</td>
<td>15</td>
<td>3</td>
<td>64</td>
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<tr>
<td>Overexertion</td>
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<td>10</td>
<td>7</td>
<td>10</td>
<td>0</td>
<td>52</td>
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<td>10</td>
<td>5</td>
<td>9</td>
<td>17</td>
<td>0</td>
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<td>17.8</td>
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<td>Repetitive motion</td>
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<td>4</td>
<td>3</td>
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<td>Caught in objects</td>
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<td>0</td>
<td>3</td>
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iv) Progress Report on Safe Work Procedures (SWP) workshops

This is an ongoing process. EHS is providing consults upon request. EHS is also providing information on developing SWPs during lab inspections.

Agenda Item 4 (d) Internal Annual Review of LASH Committees

On Thursday March 8, 2018, EHS hosted the Annual LASH Committee program review. Two representatives from each of the twenty LASH committees were required to attend. During the meeting, EHS provided a presentation outlining the two exemptions granted by the Director of Workplace Safety and Health. The presentation also provided a report on how the University is doing with respect to the recommendations under the exemptions (i.e. Meeting regularly and conducting workplace inspections. EHS followed this up with a tutorial on how to use the electronic inspection program –iAuditor.
March 16, 2017

To All Deans, Directors and Department Heads,

The University is beginning the process of auditing the Fire Extinguisher Inventory within each building. This is being done to ensure that Life Safety is prioritized and that all applicable codes are being followed. Please see the attached Fire Extinguisher Audit Standard from Physical Plant.

One of the main reasons for this audit is to ensure that proper protocols are followed during a fire event. EH&S has discovered that despite training there are still many misconceptions regarding fire extinguishers. EH&S will be offering Fire Extinguisher training for all occupants of University Buildings beginning in Spring 2017 and continuing throughout the Summer. EH&S will provide more information as the weather becomes nicer.

Proper placement of the extinguishers is of the utmost importance as the risks associated with using an extinguisher are higher than simply evacuating. The placement of extinguishers in main corridors ensures that the user must fight fires with their back to the door, must think about re-entry to a room containing a fire and must activate a pull station.

A pull station must always be activated prior to fighting a fire with a fire extinguisher. Failure to do so puts other occupants in danger. Because improper use of a fire extinguisher can cause the spread of the fire, not activating a pull station can delay the evacuation of other occupants and the arrival of the Fire Department, which puts occupants and the building at risk. This is a reason for relocation of extinguishers to locations nearer to pull stations.

Another misconception that has been brought forward is the use of a Fire Extinguisher to exit a room. As most of the buildings at the University do not have sleeping quarters (Residences are an exception) the reaction to a fire while awake should give occupants sufficient time to exit a space before a fire can block an exit. There should be no need to use a fire extinguisher to exit a room.
Fire Extinguishers are only to be used on very small fires. Once the fire has begun to spread, evacuation should be the only course of action. Never try to fight a fire that has spread to multiple fuel sources.

Another part of the Audit will be ensuring that the proper type of extinguisher is in place. CO2 extinguishers will only be located in electrical rooms and in proximity to expensive equipment. All water-based extinguishers will be replaced with an ABC chemical powder type extinguisher.

Extinguishers in your area may be relocated to a more common location so that they can be accessed by all building occupants at any time of the day, not solely during office hours. This is to ensure the safety of all occupants.

If you have questions or concerns about this project please contact:

John Dodd B.A., CRM, CBCP
Safety Coordinator
Cell: 204-290-4631
Office: 204-474-9083
Email: john.dodd@umanitoba.ca

Thank you,

Shannon Boychuk
Director, Safety & Insurance
Risk Management & Security