



## Faculty of Science Local Area Safety and Health (LASH) Committee “Rules of Procedure”

### Definition of SAFETY & HEALTH ISSUES

As defined under the Workplace Safety & Health Act W210 (*the Act*), "health" means the condition of being sound in body, mind and spirit, and shall be interpreted in accordance with the objects and purposes of this Act; "safety" means the prevention of physical injury to workers and the prevention of physical injury to other persons arising out of or in connection with activities in the workplace.

The employer is responsible for providing a safe, healthy workplace. The Act requires that the employer in workplaces with twenty or more regularly employed workers to form a workplace safety and health committee. The committee is composed of worker and employer representatives, its purpose is to help the employer maintain a safe, productive, healthy work environment where risks to the workers safety, health and welfare is minimized or eliminated.

This cooperative approach to ensuring a safe and healthy work environment is an effective Internal Responsibility System (IRS).

### LASH Committee Function

- The role of the LASH committee is to help the Faculty of Science and its workers to prevent injuries and illnesses by helping them make the IRS effective.
- The Faculty of Science may delegate responsibilities to the committee, but the LASH committee is not expected to be a safety officer or enforce safety and health rules. In other words, the committee is not expected to make decisions about what is adequate to protect the safety and health of workers.
- The committee’s role is to advise and assist, not assume managerial functions. The LASH committee cannot assume any of the legal obligations, duties, or responsibilities of either the Faculty of Science, or the employees.
- The LASH committee should not be involved in disciplinary matters. Maintaining compliance and adequate levels of safety and health at work is the responsibility of the Faculty of Science managers and supervisors. However, as an internal auditor of the IRS, the LASH committee can inform the Faculty of Science, about general problems with worker compliance and recommend corrective action.
- The Faculty of Science is responsible to ensure that all committee members are trained to fulfill their duties. Therefore, LASH Committee members are required to provide the employer with a copy of all certificates and/or documents confirming their attendance at the recommended committee training courses or workshops.

## Committee Structure

- The Faculty of Science must ensure that the LASH committee is structured and maintained as required by law. All employees have a duty to help the Faculty of Science make the committee effective.
- The Faculty of Science LASH committee shall have at least four, but not more than 12 members.
- At least half the members must be members representing workers not involved in management.
- All members of the committee will be provided with a copy of these “LASH Committee Rules of Procedure” and a copy will also be posted on the Faculty of Science website for review by all workers (accessible at the [Faculty & Staff Resources](#) in the [Health and Safety](#) link, under the “Safety Committee” Index).
- Worker members of the LASH committee shall be appointed in accordance with the constitution of the union, which is the certified bargaining agent or has acquired bargaining rights on behalf of those workers, or where no union exists, persons elected by the workers they represent.
- The Faculty of Science must select the LASH Committee employer members. Employer members must not outnumber worker members on the committee.
- The Faculty of Science may provide clerical support to the committee. Support personnel who are not committee members should not vote or participate unduly in committee deliberations.
- Anyone, other than LASH Committee employer or worker members, who attend a meeting is considered a guest and therefore can only attend the meeting upon the invitation of the entire committee.

## Committee Duties

1. The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers.
2. Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace.
3. The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures.
4. Co-operation with the [Environmental Health and Safety Office](#) at the University of Manitoba.
5. Co-operation with a safety and health officer exercising duties under this Act or the regulations.
6. The development and promotion of programs for education and information concerning safety and health in the workplace.
7. The making of recommendations respecting the safety and health of workers.
8. The inspection of the workplace at regular intervals.
9. The participation in investigations of accidents and dangerous occurrences at the workplace.
10. The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and such other duties as may be specified in this Act or prescribed by regulation.
  - Committee recommendations will be by committee consensus and include a “risk-assessment” where applicable.
  - Helping orientate new and inexperienced workers.
  - Handling refusals to work under section 43(1) of *the Act*.

## Co-chair Members Selection and Responsibilities

- The committee must have two LASH chair members. The employer co-chair must be designated by the Faculty of Science, and the worker co-chair selected by worker members.
- Both co-chair members have the same rights and responsibilities, including the right to call and chair meetings. LASH Co-chairs will alternate chairing meetings.
- Both co-chair members will work jointly, along with all committee members, to keep all workers informed of the committee’s activities.
- Both co-chairs or their designated members are responsible to carry out investigations as outlined in Part 2.9(1) of the Workplace Safety and Health Regulation 217/2006.
- Both LASH co-chairs can call a “Special Meeting” to deal with matters of urgent concern.
- Both co-chair members are entitled to receive information sent to them by Manitoba Workplace Safety and Health and distribute it to workers.

## Terms of Office

- Each Faculty of Science LASH Committee member serves for a minimum of two years or by union constitution.
- Members may serve for more than one term.
- If a committee member does not want to serve on the LASH committee anymore, that person should remain in office until someone is ready to take over.

## Quorum at Meetings

- The quorum for committee meetings shall consist of one-half the employer members and one-half the worker members.

## Scheduling of Regular Meetings

- The committee shall meet at least within every 90 days.
- The Faculty of Science Safety Coordinator will schedule the meetings and provide agendas to committee members in collaboration with the LASH Committee co-chairs.

## Additional meetings

- Either LASH co-chair member or the Faculty of Science Safety Coordinator may call special and emergency meetings of the Faculty of Science LASH Committee.

## Meeting Minutes

- The co-chair must sign the minutes after each meeting. Within one week of each meeting, the Faculty of Science Safety Coordinator should ensure that a copy is sent to:
  - The Faculty of Science Dean and Departmental Heads.
  - Faculty of Science LASH Committee members
  - Manitoba Workplace Safety and Health at [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)
  - Environmental Health & Safety Office (EHSO) [ed.pschulski@umanitoba.ca](mailto:ed.pschulski@umanitoba.ca)
  - The Dean's Office to be posted in the University of Manitoba, Faculty of Science website, under [Faculty & Staff Resources](#); [Health and Safety](#); [Safety Committee](#).
  - The Dean's Office to be kept on file for 10 years for future reference
- The Faculty of Science shall provide the committee with a virtual bulletin board in the Faculty of Science website for posting minutes and safety and health information.
- Beyond this, the Faculty of Science LASH Committee should work with the Faculty of Science, to continually maintain the effectiveness of the IRS.

## Old Business

- At the beginning of each session, the LASH committee will read the minutes of the previous meeting. Old recommendations will be record as completed, withdrawn, or rejected, otherwise carried forward as old business and reviewed every session until completed, withdrawn, or rejected.

## Dealing with the Concerns of Workers

- The committee shall encourage workers to discuss their workplace safety & health concerns with their committee members and suggest practicable solutions.
- Workers should be reminded that their concerns need to be discussed with supervisors to attempt resolution at that level. If workers choose, they can request that the committee member speak to the supervisor regarding the concern on their behalf.
- Concerns that cannot be resolved at the supervisor level are then brought to the Faculty of Science LASH Committee meeting for discussion.
- Methods include:
  - conversations
  - contacts during inspections and investigations
  - meetings