

# **Local Area Safety & Health Committee**

## **Faculty of Arts**

### **Terms of Reference**

#### **AUTHORITY:**

Established by the Dean of Arts as a standing committee, by way of the Workplace Safety and Health Act, that will be advisory to the Dean.

#### **PURPOSE:**

The Local Area Safety and Health (LASH) Committee performs a complementary function to the University of Manitoba's Workplace Health and Safety Advisory Committee, addressing operational safety concerns on a topic specific or local basis. It has been established to identify and resolve safety and health issues at the Building, Faculty, or Department level.

#### **TERMS OF REFERENCE:**

- 1.) There shall be two (2) co-chairs chosen each year, normally at the first scheduled meeting in the new academic year. One shall be chosen from and by the worker members and one shall be selected by the employer members. The co-chairs can participate in the discussions and decisions of meetings to an equal extent as any other member of the Committee. The chairing of meetings shall alternate from meeting to meeting between the two chairs.
- 2.) The committee will function in accordance with the Code of Practice established by the Workplace Safety and Health (WSH) Division.
- 3.) The committee shall provide assistance in the identification, recording, examination, evaluation and resolution of health and safety concerns arising within their area.
- 4.) The committee will recommend practical procedures and conditions which will help achieve the highest possible degree of health and safety in their area.
- 5.) The committee will promote education and training programs which are designed to develop a detailed knowledge of health and safety concerns and responsibilities in each individual in their area.
- 6.) The committee will participate in the review and investigation of accidents and dangerous occurrences at the workplace.
- 7.) The committee will establish a means to regularly inspect their workplace.
- 8.) The committee will co-operate with the health and safety officer of the Government of Manitoba who is exercising his/her duties under the Workplace Safety and Health Act.
- 9.) The committee will refer to the Workplace Health and Safety Advisory Committee (WHSAC) issues that cannot be resolved by the LASH and recommendations that may affect the entire University community.

- 10.) Agendas will be prepared by the chair for the meeting and will be distributed at least three (3) working days prior to scheduled meetings. The minutes of each meeting will be distributed within seven days of being signed by the co-chairs. The employer co-chair shall be responsible to insure that a copy of the minutes is:
  - i. posted on the Committee's bulletin board
  - ii. sent to the Workplace Safety and Health Division (Province of Manitoba)
  - iii. sent to the Environmental Health and Safety Office
  - iv. sent to each member of the LASH committee
  - v. sent to all Faculty of Arts employees
- 11.) The LASH Committee shall meet on a regular basis and hold a minimum of four (4) meetings per year. Three (3) working days' notice shall be given for the calling of committee meetings (except for calling of special meetings). Special meetings may be called by either co-chair for the purpose of considering causes of accidents or dangerous occurrences, or concerns believed to involve conditions dangerous to health and safety. Quorum shall consist of one-half the worker members and one-half the employer members.
- 12.) The co-chairs or their delegates shall accompany the provincial health and safety officer during any inspection or investigation of the area that is performed.
- 13.) The chair will provide an annual report to the Dean of Arts.

#### **COMPOSITION:**

- 1.) Dean of Arts or delegate, *ex officio*<sup>i</sup>
- 2.) Four employer members<sup>ii</sup> appointed by the Dean, serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.
- 3.) Four UMFA faculty members (worker members<sup>iii</sup>), elected by Faculty Council and then recommended to UMFA for ratification, serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.
- 4.) Two AESES support staff members (worker members), elected by and from the Arts Support Staff and then recommended to AESES for ratification, serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.
- 5.) Two members of CUPE 3909 in the Faculty of Arts (worker members), elected by and from the members of CUPE 3909 in the Faculty of Arts or appointed by the CUPE 3909 President, serving a two-year term.

*Established and approved by Faculty Council April 10, 2008  
 Revisions approved by Faculty Council September 29, 2010  
 Revisions approved by the Dean, Faculty of Arts, February 2013*

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<sup>i</sup> All ex officio members of standing committees have voting rights unless otherwise stipulated

<sup>ii</sup> For the purpose of this local area safety and health committee, 'employer' refers to administration, deans, associate deans, department heads

<sup>iii</sup> For the purpose of this local area safety and health committee, 'worker' refers to academic and/or support staff, and students who are members of CUPE 3909