August 24, 2010

To: Janice Gripp, Confidential Assistant to the Dean, Faculty of Arts
From: Mark Lawall, Associate Dean, Faculty of Arts
Subject: Changes to Terms of Reference – Local Area Safety & Health Committee

The attached terms of reference have been approved by the Local Area Safety and Health (LASH) committee in order to bring the committee’s terms of reference into closer agreement with Provincial legislation concerning workplace health and safety committees. The changes involve the locations and timing of the distribution of minutes, standards for quorum, and the addition of a specified number of support staff members and student members (classified as ‘worker’ members of the committee). Notes were added to the terms of reference clarifying the how the standard industry terminology has been adapted to the academic workplace.

These changes come to Arts Executive as a motion from the LASH committee.

Thank you.

/jc
Local Area Safety & Health Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by the Dean of Arts as a standing committee 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*
2.) Four department heads (employer members\(^{ii}\)), 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 faculty members (worker members\(^{iii}\)), elected by Faculty Council, serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.
4.) Two support staff members (worker members), elected by and from the Arts Support Staff, serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.
5.) Two Arts undergraduate students (worker members) appointed by the Arts Student Body Council serving a one-year term.

*Established and approved by Faculty Council April 10, 2008
Revisions approved by Faculty Council September 29, 2010*

\(^{i}\) All ex officio members of standing committees have voting rights unless otherwise stipulated
\(^{ii}\) For the purpose of this local area safety and health committee, ‘employer’ refers to administration, deans, associate deans, department heads
\(^{iii}\) For the purpose of this local area safety and health committee, ‘worker’ refers to academic and/or support staff, and students
TERMS OF REFERENCE
LOCAL AREA HEALTH AND SAFETY COMMITTEE

The Local Area Health and Safety (LAHS) Committee performs a complementary function to the 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.

The LAHS Committee shall function in accordance with the Code of Practice established by the Workplace Safety and Health (WSH) Division found at http://www.gov.mb.ca/labour/safety/actreg.html.

The LAHS Committee is responsible to the Dean of Arts and shall, through the Arts Executive Committee, report annually to Faculty Council.

The Committee shall:

i. provide assistance in the identification, recording, examination, evaluation and resolution of health and safety concerns arising within their area.

ii. recommend practical procedures and conditions which will help achieve the highest possible degree of health and safety in their area.

iii. 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.

iv. participate in the review and investigation of accidents and dangerous occurrences at the workplace.

v. establish a means to regularly inspect their workplace.

vi. 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.

vii. refer to the Workplace Health and Safety Advisory Committee (WHSAC) issues that cannot be resolved by the LAHS and recommendations that may affect the entire University community.

The Committee will be comprised of:

i. four (4) department head members (employer members), serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.

ii. four (4) faculty members (worker members), serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.

iii. two (2) support staff members (worker members), serving 2-year terms on a rotational basis with staggered terms of office to provide continuity from one year to the next.

iv. one (1) Arts undergraduate student may be appointed by the Arts Student Body Council, serving a one-year term.

v. one (1) graduate student may be appointed by the Graduate Students Association, serving a two-year term

vi. the Associate Dean (Space) serving as an ex officio member of the Committee.
The Department Head members will be appointed by the Dean of the Faculty of Arts. Faculty members will be selected in accordance with Faculty of Arts by-laws governing the selection of members to standing committees of the Faculty. Support Staff members will be elected by the support staff in the Faculty of Arts. Members may be re-appointed to the committee.

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.

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 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 Environmental Health and Safety Office
iii. sent to each member of the LAHS

The co-chairs or delegate shall accompany the provincial health and safety officer during any inspection or investigation of the area that is performed.

The LAHS 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 2 employer members and 3 worker members.

Approved by Arts Faculty Council, April 10, 2008.