LASH Committee Training
- Committee Member Roles and Responsibilities

Please Sign In!
What is a Safety Committee?

• A team with a shared goal.
• Continuously improve health and safety.
• Work cooperatively within the group and with other stakeholders.
• Should include long standing employees with knowledge of workplace functions.
• Must be supported by the employer.
• Legislated requirement.
What a Safety Committee is not…

• Not a governance group
• Not a bargaining or labour management group
• Not a grievance or disciplinary action group
• Not a decision making group
Make-up of a LASH Committee

- Must be minimum of 4 members but a maximum of 12.
- Comprised half workers, half employers (management).
- Oversees a workplace in a similar geographic location or workplaces with similar hazards.
Role of a Safety Committee

• Provide a voice for workers with unresolved safety concerns.
• Assist the employer in identifying workplace safety and health issues.
• Provide recommended solutions for workplace safety and health concerns.
Role of a Safety Committee Cont’d

• Evaluators of the effectiveness of the safety and health program.
• Helps the employer improve safety of the workplace by providing recommendations.
• Conducts inspections of the workplace
• Represents the workers within the assigned area of the LASH.
What is required of a LASH committee member

• Regular attendance at meetings. Every 90 days.
• Voting on issues pertaining to the committee.
• Voting for Co-Chairs.
• Receive concerns from workers and bring them to the committee.
What is required of a LASH Committee Member Continued

• Between meetings follow up on issues as assigned.
• Between meetings perform workplace inspections as designated by the committee.
• Prepare for meetings by reading agendas and minutes from previous meetings.
• As a member of a LASH Committee time must be granted by the employer to complete ALL of these tasks between meetings.
What is required of a LASH Co-chair

• Co-Chairs must be elected by their group within the committee.
• Chair every second meeting in rotation with other co-chair.
• Assign duties to other members of the committee within the terms of reference.
• Ensure that meeting agendas and minutes are going out to all members and other interested parties.
What is required of a LASH Co-chair continued

• Setting dates of meetings.
• Regular monitoring of LASH email for concerns, recommendation responses, etc.
• While chairing meetings ensuring that issues do not get drawn out. Keep meeting on task.
• Ensure that recommendations are forwarded to the appropriate personnel and that they are followed up on within 30 days.
What is required of a Secretary

• The committee secretary will have the responsibility to take notes during meetings so that minutes can be generated.
• Take attendance at meetings.
• Producing finished copies of meeting minutes using template.
• Produce agendas for meetings.
Role of the OSHA Committee

- Involvement in issues not resolved at LASH committee level.
- Involvement in issues that pertain to many LASH areas or University-wide issues.
Role of Environmental Health and Safety

- Must be invited to attend meetings.
- Can be a resource for aid in solutions to concerns.
- Cannot vote on committee issues.
- Can provide updates on programs being run campus-wide or to a specific LASH area.
- Provide educational support for committees especially during start up.
Role of students or student groups

• Must be invited to attend meetings.
• Cannot vote on committee issues. As they are not considered “workers”.
• Can provide additional insight into issues especially those that affect them.
Where do recommendations arise from?

- By conducting inspections.
- Observing how people carry out tasks.
- Reviewing injury, incident and near-Miss reports.
- Interviewing stakeholders about concerns.
- Receiving concerns brought forward by workers or committee members.
- Reports received from outside parties (EHS).
When does the LASH become involved in worker issues?

• The worker must first try to resolve the issue with their manager or direct supervisor.

• If this is unsuccessful or the worker has deemed the change insufficient then the LASH Committee will get involved.

• The LASH can help in resolving the issue by reviewing it and making a recommendation to the appropriate personnel.
What does an inspection entail?

• Inspections are carried out by committee members as assigned.
• Conducted in public spaces, offices, washrooms, classrooms, etc.
• They will not be conducted in labs, mechanical spaces, housekeeping closets, etc.
• They are checklists that allow for the observation of potentially hazardous issues.
What does an inspection entail?

• Issues may include but are not limited to:
  ▪ Lighting/Electrical
  ▪ Storage
  ▪ Security
  ▪ Trip, Slip, Fall
  ▪ Fire Safety
  ▪ Environmental
  ▪ LASH Bulletin Board
  ▪ First Aid
  ▪ Eyewash and Showers
  ▪ PPE
  ▪ Working Alone Scenarios
  ▪ Violence and Harassment
  ▪ Entrances, Exits, Walkways, Stairs
  ▪ Construction areas
Electing Co-Chairs

• Co-Chairs must be elected by the half of the committee they intend to represent.
• Co-Chairs have a term of two years at which point they must be re-elected or pass on the duties to another who is elected.
Appointing a Secretary

• The Committee will need to appoint a secretary to take notes for minutes during meetings.
• This is an important position and must be filled as documentation is a focal point for the Province when reviewing committee performance.
Now that your LASH Committee is established what next?

• Committees are required to meet every 90 days. Schedule entire year’s worth of meetings.
• If this is your first meeting you must meet again within 30 days. Then the above applies after that.
• Contact with EHS to schedule future training.
• Circulate meeting minutes to EHS and province (cominutes@gov.mb.ca)
Now that your LASH Committee is established what next? Cont’d

• Ensure that membership comprises all bargaining groups (unions) and non-union groups.
• LASH committee co-chairs should contact collective bargaining units for names of representatives
• Make decisions about committee size.
• Will the current size allow for all inspections to be carried out and not over-burden membership?
• Are all units and departments accounted for? This may not be possible given max of 12 people.
Questions?

• That is a lot of information about a position you have just taken on.
• Are there any questions?
• If you have questions later please contact:
  • john.dodd@umanitoba.ca
  • joey.bellino@umanitoba.ca
• We are here to help in any way we can!