

College of Nursing Local Area Safety and Health (LASH) Committee Terms of Reference

1. PURPOSE AND MANDATE

1.1 Purpose/Mandate: The Local Area Safety and Health (LASH) Committee (“Committee”) of the College of Nursing (“College”) is established to discuss, identify issues and make recommendations to the Dean of the College respecting safety issues or concerns that might impact the health and safety of staff, students or other visitors at the College.

2. REPORTING AND ACCOUNTABILITY

2.1. Accountability: The Committee is an administrative committee of the Dean of the College, and is therefore advisory to and accountable to the Dean of the College.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. Chair: The Committee shall have Co-Chairs (i.e., the “Chair”). One Co-Chair shall be appointed by the Dean and the other Co-Chair shall be selected by the worker group members of the Committee. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;
- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

3.2. Membership: The Committee membership shall then consist of the following members, including the Chair:

- (a) Three individuals in the worker group (two from UMFA selected by UMFA and one from AESES selected by AESES), for a three year term, renewable once;
- (b) Nursing Coordinator, Skills and Simulation for the College of Nursing;
- (c) Chief Fire Warden for the College of Nursing;
- (d) Building Coordinator for the College of Nursing;
- (e) One undergraduate student from the College of Nursing, appointed or elected by the student body, for a one year term renewable once;
- (f) One graduate student from the Graduate Nursing Students Association, appointed or elected by the Graduate Nursing Students Association, for a one year term renewable once;
- (g) Other resource individuals as needed, as determined by the Dean of the College (non-voting).

- 3.3. **Equitable, Inclusive and Diverse Membership:** The College of Nursing strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.
- 3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.
- 3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College of Nursing take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.
- 3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. TERM OF OFFICE

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

- 5.1. As part of its Mandate, the Committee will engage in the following activities:
 - (a) Discuss area concerns or safety issues respecting the health and safety of all workers, students and visitors;
 - (b) Identify, communicate and control workplace hazards to eliminate workplace incidents;
 - (c) Ensure all components of the University of Manitoba safety program are met or exceeded for the College;
 - (d) Report on construction/renovation projects in the College;
 - (e) Develop and promote education and information concerning health and safety specific to the College's workplace;
 - (f) Participate in workplace inspections and incident investigations;
 - (g) Make recommendations to University of Manitoba Workplace Health and Safety Advisory Committee, and copy the Dean of the College, respecting the health and safety of all workers, students and visitors;
 - (h) Document and maintain records of the meetings, any inspections or investigations.

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet at least four times per year, usually quarterly, or subject to the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five business days advance of the meeting, unless waived by the Committee members at the meeting.

- 6.3. **Agenda:** Agenda items should be sent to the Committee administrative support at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Quorum:** A majority of the Committee membership must be present at a meeting in order to constitute a quorum.
- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Electronic Discussion and Meetings:** The Chair may consult with Committee members electronically, and may arrange telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.

7. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the College of Nursing. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

8. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed to the Dean of the College for approval.

9. DATES OF APPROVAL, REVIEW AND REVISION

9.1. **Date approved:** May 4, 2022

9.2. **Review:** Formal review of these terms will be conducted every three years. In the interim these terms may be revised or rescinded if the Dean of the College deems necessary.

9.3. **Supersedes:** Local Area Safety & Health (LASH) Committee Terms of Reference
(June 21, 2021)

9.4. **Committee Administrative Support:** Receptionist/Building Coordinator

9.5. **Effect on Previous Statements:** These terms shall supersede all previous College of Nursing terms on the subject matter herein.