### Meeting Report

Complete name and mailing address:  
Worker Co-Chair:  
Worker members:  

Telephone #:  
Facsimile #:  

Date of Meeting:  
Date of next meeting:  
# of employees represented:  

(note alternate members and bargaining groups)

Employer Co-Chair:  
Employer members:  

Occupation:  

Opening Remarks  
Here’s where ‘meeting opened/started’, introductions, approval of minutes, and etc. can be stated here.

Recommendations to the Employer

<table>
<thead>
<tr>
<th>#</th>
<th>Date of Notification to the Employer:</th>
<th>Due Date for Employer’s Response:</th>
</tr>
</thead>
</table>

When a LASH committee provides a written Recommendation to the Employer, the original statement can go here with any responses and updates can go here.

Inspection Report  
Any information regarding the committee’s inspection reports can go here. Not a copy of the inspection reports but what inspection were done (or not done), general findings or trends perhaps. Whatever the committee wants/needs for now.

Investigation Report  
Serious Incidents, Accident, Dangerous Occurrences, Right to Refuse Dangerous Work  

Information (no specific medical information or names go here, ever!) about the committee’s involvement in any of these types of investigations. Usually a very brief summary eg. Committee co-chairs assisted in an accident (personal injury) investigation where a worker fell from the roof while...
<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Concern or Problem</th>
<th>Action to be Taken</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>The date the</td>
<td>The concern, issue, or problem needs to be-summarized—not verbatim or every detail</td>
<td>This is where the committee states what committee is doing to assist in resolving the issue, problem, or concern—that steps are they taking? It may be to seek additional information, that another department will be contacted (and what is expected), it may be to contact a support person/department or to write a recommendation, or even delegated. It should be briefly but clearly stated. The reader should get a sense that 'something' is being done.</td>
<td>State the name of the committee member who will carry out the action (there may be more than one person for each action (hold accountable) and the date expected to done by (may not be the next meeting date)</td>
</tr>
<tr>
<td>issue, concern,</td>
<td>discussed at the meeting, nor too brief. There needs to be just enough information to the reader to understand there was a concern and what it’s about.</td>
<td></td>
<td></td>
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<tr>
<td>or problem was</td>
<td>These are not to be used in the ‘classical’ sense of ‘minutes; this report document is</td>
<td></td>
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<tr>
<td>brought to the</td>
<td>not a reminder note for the committee members to recall what they discussed at the last meeting. This LASH Committee Report, this entire document, is to communicate to all university persons; staff, faculty, students, and management, the safety and health (nothing else) concerns we have here.</td>
<td></td>
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<tr>
<td>committee</td>
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<td>(usually the</td>
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<tr>
<td>committee</td>
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<tr>
<td>meeting date)</td>
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</tbody>
</table>

* NOTE: Any person with a safety concern is expected to bring that concern to their direct supervisor first. The supervisor is responsible for getting the concern resolved. If the concern is not resolved or not handled to the worker's satisfaction, a committee member should be contacted. It is important to keep the worker informed of the disposition of the matter. Any person may contact the Manitoba Workplace Safety and Health Division for additional information: upcoming events, training, etc.

**Other S&H Committee information:**

List what training the committee is taking, or opportunities, ‘safety week’ events (eg. NAOSH),

**Co-Chair’s signatures - In my opinion, the above is an accurate record of this meeting.**

<table>
<thead>
<tr>
<th>chaired meeting (x)</th>
<th>print name</th>
<th>signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker co-chair</td>
<td>The worker and management co-chairs alternate managing the meeting (they do support each other)</td>
<td></td>
</tr>
<tr>
<td>Employer co-chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If one, or both co-chairs do not agree with the minute record, comments noted:

Distribute copies of the completed report within 7 days to:

- All of the committee members (on this committee), and
- All relevant Deans, Directors, Department Heads, and management members, and
- Environmental Health & Safety Office (EHSO) – ed.pschulski@umanitoba.ca, and
- Workplace Safety & Health Division (Province of Manitoba) – cominutes@gov.mb.ca, and
- Post on the area’s dedicated Safety & Health bulletin board.

This report form is intended to record briefly and clearly, the safety and health concerns at our workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at our workplace and the MB Workplace Safety and Health Division, with information on the committee's activities and progress to date.
For more information, view the [www.safemanitoba](http://www.safemanitoba) website or call Workplace Safety and Health for assistance at 204 945-3446.

The University’s Health and Safety Policies and Procedures (on the Governance webpage) include:

- Health and Safety Policy
- Safety Committees
- Safety Management Procedure
- Health and Safety Procedure – Employees
- Health and Safety Procedure – Students
- Health and Safety Procedure – Visitors and Contractors
- Health and Safety Procedure – EHSO
- Response to Health and Safety Concerns – Employees