

Occupational Health & Safety Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors, requiring some health and safety background, knowledge and interest.
- 2.0 The HSA Occupational Health & Safety Committee participates in the promotion of occupational health and safety in the workplaces of HSA members.
- 3.0 The Committee supports the definition of occupational health and safety adopted by the International Labour Organization (ILO) as follows:
 - 3.1 The promotion and maintenance of the highest degree of physical, mental and social well being of workers in all occupations;
 - 3.2 The prevention among workers of departures from health caused by their working conditions;
 - 3.3 The protection of workers in their employment from risk resulting from factors adverse to health;
 - 3.4 The placing and maintenance of the workers in an occupational environment adapted to his/her physiological and psychological condition.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing regular reports to the Board and by communicating any emerging issues to the Board.

Membership

- 1.0 The Committee is comprised of:
 - 1.1 Two (2) Directors
 - 1.2 President (ex officio)
 - 1.3 Three (3) Members at Large

Staff Support

- 1.0 One (1) Occupational Health & Safety staff representative is assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 The Committee term is one (1) year, ending at the conclusion of Convention. Continuity is a criterion considered when establishing the Committee.

Chair

- 1.0 The Chair is elected by and from the Board of Directors.

Chair's Responsibilities

The Chair shall:

- 1.0 Set the agenda, distribute and review minutes, set meeting dates, and adhere to HSA policies.
- 2.0 Monitor and manage the committee meeting budget.
- 3.0 Conduct and facilitate committee meetings.
- 4.0 Identify occupational health and safety interests in Board discussions.
- 5.0 Submit OH&S-related education requests to the Education Committee in accordance with the timelines provided by the Finance Committee.
- 6.0 Submit OH&S-related "committee support" budget requests to the Director of Strategic Communications and Member Development in accordance with the timelines provided by the Finance Committee.
- 7.0 Ensure the Committee's Convention report is developed to reflect the Committee's work within the framework and deadlines provided.
- 8.0 Ensure the Committee goals, objectives and purposes are fulfilled.

Staff Resources

- 1.0 The staff member assigned to the Committee shall:
 - 1.1 Provides administrative support to the Chair and the work of the Committee;
 - 1.2 Liaises with staff for input and implementation of Committee work as required;
 - 1.3 Informs the Chair and Committee of issues which are relevant to the Committee's work.
- 2.0 Communications staff as assigned shall:
 - 2.1 Provide editorial assistance;
 - 2.2 Review reports and presentations to Convention or other events in accordance with the template and time limits established by the Board of Directors.

Distribution of Minutes

- 1.0 Committee minutes are distributed to Committee members and the President.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair but are held at least quarterly.

Goals

The Committee shall:

- 1.0 Identify occupational health and safety concerns and makes recommendations to the Board of Directors with respect to related HSA policies and programs.
- 2.0 Develop a budget relating to the provision of occupational health and safety services to members and make recommendations to the Board of Directors.
- 3.0 Participate in communication and education initiatives related to occupational health & safety by recommending topics and issues for inclusion in HSA communication materials and education curriculum.
- 4.0 Oversee the implementation of OH&S-related resolutions passed at the HSA Annual Convention, as assigned by the Board of Directors.
- 5.0 Identify OH&S-related issues and assist in developing resolutions for HSA.
- 6.0 Develop an annual work plan.
- 7.0 Conduct a year-end evaluation and transition report.

Objectives

The objectives of the Committee are to:

- 1.0 Provide advice to the Board on issues to lobby to hold employers accountable to meet the requirements for healthy and safe work environments.
- 2.0 Be a leader in occupational health and safety initiatives in all environments where HSA members work, by upholding the principals of Occupational Health & Safety as defined by the ILO.
- 3.0 Provide direction to the Education Committee on the occupational health and safety curriculum for member training.
- 4.0 Assist in integrating health and safety concerns into external campaigns, as assigned by the Board.
- 5.0 Collaborate with other HSA committees (e.g., political action, education) for the purposes of working together on issues of common interest.

- 6.0 Promote and raise awareness of OH&S initiatives, such as the Day of Mourning, and to recommend HSA's involvement as appropriate.
- 7.0 Recommend on an annual basis HSA's participation in initiatives such as National Safety Week.
- 8.0 Identify OH&S-related policies and procedures that require review by the Constitution & Organizational Policy Committee.
- 9.0 Review and revise processes and forms used by the Committee.
- 10.0 Contribute articles to the HSA Report and identify issues for inclusion in the "Safety Source" for OH&S Stewards.

Approved by BOD: September 13, 2007

A handwritten signature in black ink, appearing to read "R. W. Jones" or similar, with a stylized flourish at the end.