

TITLE:

Hereafter, the committee shall be called the **PSAC Ontario Health and Safety Committee**.

COMPOSITION:

The Committee will consist of members of PSAC Ontario Council as assigned by the REVP. The REVP shall endeavour to ensure equity and regional representation.

TERM OF OFFICE:

The term of office shall be for a period of three (3) years from Triennial Convention to Triennial Convention.

CHAIR:

The Chair and Co-Chair, will be assigned by the REVP.

MANDATE:

Support and promote Health & Safety in workplaces represented by PSAC and educate its members in accordance with the Canada Labour Code, Provincial Health & Safety acts and regulations and the PSAC Constitution.

- Creating a proactive approach to Health & Safety
- Defending workers rights in accordance to Health & Safety legislation
- Training of Health & Safety activists eg. Fall School, Conferences, course etc.
- Participate and promote:
- The National Day of Morning April 28
- Any other National, Regional or local Health & Safety campaign or function.
- Being a resource to any Health & Safety committee, activist and local in matters concerning Health & Safety.

MINUTES AND PSAC COUNCIL REPORTS:

The committee shall keep accurate records of all meetings and submit those records to the office of the REVP in a timely manner, and make available a report to Ontario Council.

LOCATION AND FREQUENCY OF MEETINGS:

- This Health & Safety Committee will meet a minimum of 3 times a year, prior to Ontario Council meeting.
- These Terms of Reference shall be reviewed once a year and be amended as needed by consensus of Health & Safety Committee.

AMENDMENTS:

This document shall be reviewed on a regular basis as equity and Health & Safety issues constantly evolve.

ROLE OF THE CHAIR:

- To Liaison between the Committee and the REVP;
- To coordinate and maintain communication with the members of the Committee between meetings;
- To attend meetings called by the REVP and report back to the Committee;
- To call meetings as required;
- Be responsible for call-out for agenda items for meetings and finalize agenda;
- To facilitate Committee meetings;
- To complete and submit a Committee report after each Committee meeting to the PSAC Ontario Council meeting;
- To monitor the Committee's budget and ensure they are not over budget
- To delegate responsibilities to the Co-chair; and
- o inform the Co-Chairs if unable to attend meetings

ROLE OF THE CO-CHAIR:

- To support the Chair;
- To assume delegated responsibilities given by the Chair;
- To attend meetings that the Chair is unavailable to attend; and
- To assume the role of the Chair when the Chair is unavailable;

The Role of the Health & Safety Committee:

- Liaise with PSAC Ontario Council; its Regional Executive Vice President; Regional Offices and Locals' Health & Safety Committees and other levels of union.
- Establishing and cultivate working relationships with local health and safety representatives, activists, Occupational Health Clinics for Ontario Workers (OHCOW), Workers Health & Safety Centre (WHSC) Occupational Disabilities Response Team (ODRT)
- Provide information to Ontario Council on all regional matter relating to Health & Safety i.e. Campaigns, issues, gains.
- Encourage and foster continual open communications between PSAC Ontario Health & Safety Committee and PSAC Ontario Health & Safety Representative.
- Establish and sustain a Health & Safety network, built on current and up to date activists' information. Assist in development of, establishment and promotion of Regional Policies,
- Procedures and Programs.
- Provide input to REVP and Regional Health & Safety Representative:
- On the delivery of Health & Safety activity budget
- On the organization of the Triennial Health & Safety Conference
- In conjunction with the Regional Education Officer and PSAC Ontario Council Education Committee provide support for the development and promotion of
- Health & Safety education programs and initiatives.

Adopted by the Health & Safety Committee June 21, 2012