

Terms of Reference
PSAC Ontario Health & Safety Committee

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.

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 term and be amended as needed by consensus of Health & Safety Committee.

ROLE OF THE CHAIR:

- To liaise 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
- To delegate responsibilities to the Co-chair; and
- To inform the Co-Chair(s) 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 AND SAFETY COMMITTEE:

To support and meet the Mandate of the Health and Safety Committee.

Adopted by the Health and Safety Committee on November 1, 2017