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