

---

## **Regional Joint Occupational Health and Safety Committee Terms of Reference**

### **Mission Statement**

To provide employees with safe and healthy workplaces and to encourage an environment free of recognized harm for each student and visitor to our facilities.

### **Membership**

The committee shall be composed of the SSRSB Occupational Health and Safety Manager, Director of Human Resources and Director of Operations, as well as employee representatives from NSTU, NSGEU, SEIU, CUPE, and the non-union employee groups. Membership should be prepared to commit to two years service on the committee.

### **Chair**

A chair shall be selected annually by the members of the committee. The chair will be responsible, in consultation with committee members, of setting meeting dates, locations, content of meetings agendas as well as facilitating committee meetings.

### **Secretary**

A secretary shall be selected annually by the members of the committee. The secretary will be responsible for maintaining official minutes of committee meetings and activities. Minutes of meetings shall be distributed within two weeks of meetings. Also, the secretary shall maintain the committee minutes that shall be passed on to subsequent secretaries.

### **Outcomes**

Specific outcomes for the committee shall be established annually at the May meeting.

### **Decision Making**

Decisions of the committee shall be made on the basis of consensus.

### **Quorum**

Four members of the committee (a minimum of 2 must be employee representatives and 1 management representative) shall constitute a quorum.

### **Meeting Frequency and Schedule**

The committee shall normally meet quarterly for one day on a date established by the chair in consultation with the committee members. Meetings will normally be in the months of September, November, February, and May, with dates for each upcoming school year set in May.

**Reporting Process**

The committee shall prepare an annual report for presentation to the Board in June.

The committee will report to the Board as necessary or as requested on particular issues from time to time.

**Responsibilities**

- i. To review the board Occupational Health and Safety (OHS) policy on an annual basis.
- ii. To continuously review sections of the Occupational Health and Safety (OHS) program manual, especially associated with Annual Outcomes.
- iii. To establish the committee outcomes on an annual basis.
- iv. To make recommendations to Management on OHS issues of a regional nature.
- v. To review OHS issues in a proactive manner.