

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 SSRCE Health and Safety Manager, Director of Human Resources and Director of Operations, as well as employee representatives from NSTU, NSGEU, SEIU, CUPE, PSAANS, and the Non-Union employee groups. Members should be prepared to commit to two years service on the committee.

Chair

The Health and Safety Manager will chair, unless deemed otherwise by 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 and provide an annual report to the Regional Executive Director of Education in June.

The committee will report to the Regional Executive Director of Education as necessary or as requested on particular issues from time to time.

Responsibilities

- i. To review the region's 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.