



## Health and Safety Committee Terms of Reference 2019-2021

The Health and Safety Committee shall work under the general terms of reference as follows:

### Duties of the Health and Safety Committee

- 1) To initiate actions on items within its terms of reference.
- 2) To take action on matters referred to the committee by the Local Executive and/or Provincial.
- 3) Advise the ETFO –UCL Executive of health and safety issues raised at committee meetings.
- 4) Attend training as deemed appropriate and approved by the ETFO-UCL Executive.
- 5) To make recommendations to the ETFO-UCL Executive regarding how to raise member awareness of health and safety issues in worksites.
- 6) To provide assistance to the health and safety representatives who sit on the JOHSC.
- 7) To record and distribute minutes of the health and safety committee meetings to members of the health and safety committee and the president of the ETFO-UCL.

### Duties of Health and Safety Committee chairperson:

- chair the meeting
- schedule all committee meetings in consultation with committee members (i.e. dates, times, locations, meals, etc)
- cancel and/or reschedule an inquorate meeting, when possible
- familiarize the committee with its mandate (i.e. *Committee Terms of Reference*)
- set all agenda items
- provide committee members with an agenda
- provide committee members with the minutes of the previous meeting in advance of the committee meeting
- provide committee members with Expense Claim forms
- request release time for committee members
- submit meeting minutes to the Executive Assistant
- act as a contact/resource person for the committee
- report to Executive, in person or via the Executive liaison (i.e. meeting minutes)
- take all motions referred by the committee to the Executive
- consider motions referred by the Local and/or Executive
- obtain approval regarding expenses (events/initiatives exceeding \$500.00)
- following a meeting and/or initiative/event, the Chair must submit a consolidated expense claim package to the office to the attention of the Treasurer (i.e. ETFO-UCL expense claim and/or other receipts, Event Costing Guide, ETFO Provincial forms, if initiative/event will be subsidized/paid for in part or whole by Provincial)
- present a report of the committee's activities at the ETFO-UCL Annual General Meeting

EXECUTIVE APPROVAL: December 14, 2020