Introduction

*Explains the purpose of the Terms of Reference*

1. Role of a Health and Safety Committee (HSC)

*Provides the purpose and scope of the committee*

1. Committee Structure

*Outlines how the committee is to be structured to ensure representation from every department/area of the organization. Smaller areas/department may be amalgamated together to create a larger pool of possible member potential*

1. Member Selection
	1. Worker members
		1. Non-union workers

*Outline how non-union workers will be selected when terms of office is completed and if members leaves during term of office*

* + 1. Union members

*Outline how union workers will be selected when terms of office is completed and if members leaves during term of office*

* + 1. Employer

*Outline how employer members will be selected when terms of office is completed and if members leaves during term of office*

* 1. Co-chairpersons
		1. Employer co-chairperson

*Outline how employer co-chairperson will be selected*

* + 1. Worker Co-chair

*Outline how worker co-chairperson will be selected*

1. Duties
	1. Co-chairpersons

*Outline how co-chairperson will be duties (for each duty listed, there must be procedure to ensure co-chairpersons are able to fulfill the duty)*

* 1. Administrative Assistant

*Outline how administrative assistant will be duties (for each duty listed, there must be procedure to ensure co-chairpersons are able to fulfill the duty)*

* 1. Committee Members

*Outline how committee members will be duties (for each duty listed, there must be procedure to ensure co-chairpersons are able to fulfill the duty)*

1. Term of Office

*Outline how when the committee term’s start and ends and how for how long.*

1. Committee Meeting Frequency and Schedule

*Outline how often committee will meet and when (date and time if applicable)*

*Must include if Alberta OHS Officer requests a special meeting*

1. Agendas and Meeting Minutes

*Outline how agenda will be distributed, how long before minutes have to prepared and when distributed, where found*

*Must contain how long minutes will be retained and where retained.*

1. Quorum

*Outline how quorum is met, must be legislative requirements*

1. Posting of Names of Committee Members

*Outline how committee members name and contact information will be accessible to workers.*

*It must contain how the committee membership will be accessible to employer*

1. Training Requirements of Committee Members

*Outline training requirements for committee members*

1. Worker Concerns and Complaints

*Outline how members receive (receipt) of concerns/complaints*

*Outline how members will consider the concerns/complaints*

*Outline how members will dispose (inform) workers of the concerns/complaints*

*It must outline how the complaint/concerns will be brought to the employer (management)*

1. Decision Making Process

*Outline how the decisions will be made by the committee*

1. Dispute Resolution Process

*Outline the process if the committee cannot come to a consensus*

1. Making recommendations

*Explains the process of how recommendations will be made and forwarded to employer*

1. Employer Response to Recommendation

*Outline how employer will respond to recommendations and who is the HSC contact person*

1. Hazard Participation

*Outline how committee will participation in hazard identification and control*

1. Reviewing of Inspection and Incident Reports

*Outlines the purpose of the reviewing of inspection and incident reports*

1. Meeting Etiquette

*Outline motions and etiquette standards for the committee*

1. Committee Members not Fulfilling Duties

*Outline the consequences for members not fulfilling their duties*

1. New Member Orientation

*Outline requirements of new members orientations*

1. Coordinating with other HSR and HSC’s

*Outline how HSC will cooperate with other HSR and HSC’s*

1. Confidentiality

*Outline confidentiality standard of the committee*

1. Evaluation of HSC

*Outline the standard and process of how HSC will be assessed for fulfilling its duties*

1. Time away for Committee Work and Entitlement Pay

*Sets standard that worker members and entitled regular pay when performing work on behalf of committee*

1. Terms of Reference Review

*Outline review standard for the Terms of Reference*

1. Approval & Date