



## Health and Safety Committee Terms of Reference 2017-2019

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) Receive and review reports from the JOHSC and the Executive and provide feedback to the Executive on those matters.
- 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:

- 1) To call meetings of the committee.
- 2) To coordinate the activities of the committee.
- 3) To present a report of the committee's activities to the ETFO-UCL Annual General Meeting of the local.
- 4) To carry out such direction as the ETFO-UCL Executive provides.
- 5) To attend Executive Meetings.
- 6) To take all motions referred by the Committee to the ETFO-UCL Executive.
- 7) To take action on motions referred to the Committee by the ETFO-UCL Executive

### Composition:

- 1) The ETFO-UCL Health and Safety Committee Members should be members in good standing of the ETFO-UCL.
- 2) The chairperson shall be an Executive Member elected by the ETFO-UCL Health and Safety Committee.
- 3) The Committee shall include both representatives from the JOHSC.

Amended: Nov. 9, 2017

Approved by ETFO-UCL Executive: Nov. 16, 2017