



OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The standard terms of reference for committees will apply to this committee.

Purpose

To provide Local 002 Council members with general information about workplace health and safety issues, as well as the priorities of and any initiatives being undertaken by the AUPE Standing Occupational Health and Safety Committee.

Authority & Accountability

The Committee is authorized by Local 002 and will provide a written report regarding its activities and recommendations at each Local 002 Council meeting.

Membership

Membership will consist of a minimum of 4 members and a maximum of 6 members of Local 002. The member of the Committee who is elected by Council to serve as Local 002 Liaison to the AUPE Standing Occupational Health and Safety Committee will become the Chair of the Committee per AUPE Constitution change in 2022. Therefore Local 002 Council will nominate and elect up to 5 members in a separate election.

Committee members are elected at the Local 002 Annual General Meeting.

Task Committees: Will be struck as required.

Role of the Chairperson

The Chairperson will be responsible for arranging meetings, producing the agenda and chairing the meetings.

Role of the Vice-Chairperson

The Vice-Chairperson will be responsible for supporting the Chairperson and, in his/her absence, arranging meetings, producing the agenda and chairing the meetings.

Role of the Secretary

The Secretary will be responsible for ensuring Minutes are taken at each Committee meeting and that, once approved, information highlights are forwarded to the Local 002 Webmaster to be posted on the Local 002 website. The Secretary is responsible for maintaining the master copy of the Occupational Health and Safety Committee documents.

Meetings

A minimum of 3 meetings per year will occur and meetings may be called as necessary to complete the work of the committee pending budget approval. Meeting dates will be scheduled as necessary and the Committee will report to Council at all regular Council meetings. If a Committee member cannot be at a meeting, he/she is expected to advise the Chairperson or Secretary as early as possible. If a member misses 3 consecutive meetings (with no extenuating circumstances) they are considered to have resigned and an election will be called at the next Council meeting as per direction in AUPE Constitution.

Minutes

The Secretary will complete Minutes of each meeting to be used for the report to the Local 002 Council.

Where deemed of general use to members of Local 002 and once approved by Committee, highlights of Minutes will be used in a report for posting on the Local 002 website.



The Local 002 Liaison will draft and review with the Committee an annual report of Local 002 concerns and priorities, and will provide the report to the AUPE Standing Committee.

Role of Committee Membership

Committee members are responsible to:

- Provide information to Local 002 Council regarding occupational health and safety issues in the Local.
- Act as a resource and build capacity within Local 002.
- Canvass their worksites and geographic areas for general issues related to occupational health and safety that have arisen in worksites without Workplace Health and Safety Committees and that are not being addressed.
- Support the Executive and AUPE OHS Standing Committee as it relates to Local 002 members.
- Explore OHS issues in general terms for analysis and possible recommendations where warranted.
- Coordinate and collaborate with other committees of Local 002 to improve the health and safety of Local 002 members.
- Develop, maintain and communicate to Local 002 health and safety policy and practice, including the Terms of Reference to be reviewed at least every 2 years.