

**TERMS OF REFERENCE
ENVIRONMENT CANADA NATIONAL JOINT
OCCUPATIONAL HEALTH AND SAFETY POLICY COMMITTEE**

APPLICABILITY

These terms of reference and rules of procedure apply to the Environment Canada Occupational Health and Safety Policy Committee (hereafter the « Committee »), established according to Section 134.1 (1) of the Canada Labour Code.

JURISDICTION

The Committee has been formed to address department-wide health and safety matters that apply to the work undertaking or business of Environment Canada as a whole. It oversees the planning, development and implementation of Occupational Health and Safety policies, programs, regulations and procedures which are of concern to the Department of Environment Canada as a whole.

The Committee has the authority to make recommendations for action to the Environment Management Board (EMB) which is chaired by the Deputy Minister.

PURPOSE

Pursuant to Section 134.1 (4) of the Canada Labour Code, the Committee :

- shall participate in the development of health and safety policies and programs;
- shall consider and expeditiously dispose of matters concerning health and safety raised by members of the Committee or referred to it by a work place committee, a health and safety representative, a regional OHS committee where one exists, or a Regional Union Management Committee.
- shall participate in the development and monitoring of a program for the prevention of hazards in the work place, that also provides for the education of employees in health and safety matters;
- shall participate to the extent that it considers necessary in inquiries, investigations, studies and inspections pertaining to occupational health and safety;
- shall participate in the development and monitoring of a program for the provision of personal protective equipment, clothing, devices or materials;
- shall cooperate with Human Resources Development Canada – Labour Program Health and Safety Officers;

- shall review and monitor reports on work accidents, injuries and health hazards and make recommendations;
- shall participate in the planning of the implementation and in the implementation of changes that may affect occupational health and safety, including work processes and procedures;

The following health and safety management system concepts shall serve as a framework for carrying out the above noted activities :

- hazard identification methodology;
- hazard and risk assessment;
- hazard and risk control;
- process for planning and implementation of an OHS Program at the executive, senior management, line management, supervisory and employee levels of the organization;
- assessing, planning and implementing employee specific training and education;
- program monitoring and evaluation.

REPORTING

The Committee shall report its activities and initiatives to the Environment Management Board (EMB) on an annual basis, or more often if required by the nature of a particular issue.

REPRESENTATION

The Committee is made up of members representing the employees and members representing management. At least half of the members shall be senior representatives selected by each of the respective bargaining agents representing various Environment Canada employees.

The members representing management shall be senior representatives from various Environment Canada major services and at least one of them shall be an Assistant Deputy Minister (ADM), selected by the extended Environment Management Board to sit as the Management Co-Chair of the Committee. Also, in order to ensure representation of regional issues, one of the management representative shall be nominated by the Regional Directors General.

Each member shall designate an alternate representative, to attend Committee meetings in that member's absence. Alternate representatives so designated shall have full authority and power to act in all matters within the competence of the member while replacing the said member.

All members shall be nominated for a two-year term. A person may be selected as member of the Committee for more than one term.

When a Committee member or alternate resigns or ceases to be a member (or alternate) for any reason, the vacancy shall be filled within thirty (30) days after the next regular meeting of the Committee.

All members of the Committee shall have sufficient knowledge and / or experience in health and safety;

The National OHS Coordinator shall participate on the Committee as an ex-officio member and Secretary of the Committee and provide expert advice.

COMMITTEE OFFICERS

The Committee shall be co-chaired by the Assistant Deputy Minister (ADM) selected to act as Management Co-Chair. Bargaining agents shall select a bargaining agent Co-Chair from among the bargaining agent Committee members.

Both Co-Chairs, who will alternate the duties of the Chair on an ongoing basis, shall each appoint a Deputy-Chairperson among the respective Committee members (management or bargaining agent) to preside a Committee meeting in the event of the unavailability of the Co-Chair whose turn it is to preside. The appointments of Co-Chairs and Deputy-Chairpersons shall be reviewed annually.

FREQUENCY OF MEETINGS

The Committee shall meet at least once every three (3) months, during regular working hours. It may also hold any additional meeting, if necessary, as a result of an emergency or in any other special circumstances.

AGENDA

All items on the agenda of the Committee shall be within the scope of the Committee's jurisdiction and purpose.

After consultations and with the approval of the Co-Chairs, the Secretary shall call for agenda items and send notices for a regular scheduled meeting of the Committee to all members, at least thirty (30) days prior to the meeting. Fifteen (15) days prior to the meeting, the Secretary shall send the agenda and supporting documents to all members.

QUORUM

Quorum for the Committee shall consist of the majority of the Committee members (or alternates), present either in person or through electronic means, of which at least half shall be representatives of the bargaining agents employees and at least one (1) shall be a representative of management.

ADDITIONAL RESOURCES AND SUB-COMMITTEES

By mutual agreement of the two Co-Chairs, the Committee may invite additional resource persons to attend Committee meetings, as ex-officio members, or establish and assign responsibilities to sub-committees for special purposes.

DOCUMENTATION

The Co-Chairs shall ensure that the Secretary keeps accurate records of all matters that come before it and make minutes. All records and minutes shall be kept for a period of at least two (2) years.

The Secretary shall prepare the minutes of each Committee meeting, summarizing salient points and action items. Following joint approval and signature by the Co-Chairs, the Secretary shall distribute the minutes to all Committee members and insure that copies are sent to the appropriate functional responsibilities for posting in all work sites. The Secretary shall also post the minutes on the Department Human Resources Web Site.

SECRETARIAT

Environment Canada's Human Resources Directorate shall provide secretariat services for the Committee. The Secretary shall ensure that a notice for each meeting is sent to all members of the Committee one month prior to the meeting. The Secretary shall also ensure that contained in the notice will be a request for agenda items. Two weeks prior to the meeting the agenda will be sent to all members. The Secretary will prepare the minutes of each meeting and, following approval of the Co-Chairpersons, effect the required distribution within three weeks. The Secretary will ensure that copies of the Minutes are sent to the appropriate functional responsibilities for posting in all work sites. As well the Secretary will post the minutes on the Departmental Human Resources Web Site.

TIME REQUIRED FOR DUTIES

Committee members are entitled to take the necessary time required, during regular working hours, to attend Committee meetings or to perform other functions, including preparation and reasonable travel, authorized jointly by the Co-Chairs.

Time spent by a Committee member while carrying out any of the functions as a member of the Committee shall be deemed, for the purpose of calculating wages, to have been spent at work. This provision extends to alternate members, for the period of time they are performing functions of the Committee member they are replacing.

Unless otherwise approved by both Co-Chairs, members whose workplace is too far from the NCR shall preferably use either electronic means such as teleconferencing or alternate members to assure presence to Committee meetings, in order to minimize travel costs, considering the territorial scope of the Department.

IMMUNITY

As described in the Code s. 135.1(13)

OTHER RULES

The Committee may amend the present Terms of Reference at any time.

Management Co-Chair Cassie Doyle Assistant Deputy Minister Human Resources & Service Innovation	<u>Aug 7/03</u> Date	Union Co-Chair Daryl Hoelke Environment Component (PSAC)	<u>29-4/03</u> Date
		William (Bill) Pynn President Environment Component (PSAC)	<u>May 6/03</u> Date
		Merdon Hosking President Association of Public Service Financial Administrator (APSFA)	<u>May 21/03</u> Date
		Paul Morse International Brotherhood of Electrical Worker (IBEW)	<u>June 2/03</u> Date
		Steve Hindle President Professional Institute of the Public Service of Canada (PIPSC)	<u>June 9, 2003</u> Date
		William (Bill) Krause President Social Science Employees Association (SSEA)	<u>July 17, 2003</u> Date