

TERMS OF REFERENCE

for Health and Safety Committees

Terms of reference or rules of procedure are an essential document of a functional health and safety committee. They provide the framework which guides committee members on how to carry out their duties at their workplace.

What should they cover?

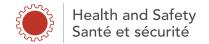
The terms of reference must fulfill the requirements of the province or territory's Act or Regulation and the collective agreement (if applicable).

This usually includes the process that will be used to comply with all legal requirements and duties of the committee, such as conducting meetings, doing inspections, and submitting recommendations. Well-functioning committees have comprehensive rules that go beyond the basic legal requirements. While the legislation in your jurisdiction will establish what your committee does, your terms of reference establish how your committee will fulfill this mandate.



Terms of Reference





	Included	Comments		
MISSION STATEMENT				
Committee's goals				
COMMITTEE MEMBERSHIP				
Composition of the committee				
Term of appointment for committee members				
Chairs (how many, selection process, length of term)				
Secretary (how many, selection process, length of term)				
Alternates (how many, selection process, length of term)				
MEETINGS				
Frequency of meetings				
Location of meetings				
Regulation on giving notice in advance of meetings				
How and when special or emergency meetings must be called				
Who can call a meeting				
Process for setting the agenda, including order of items				

	Included	Comments	
Quorum			
Process for conducting meetings			
Requirements for meeting guests			
Method of decision-making			
Method of resolving disagreements			
Process of keeping records/minutes			
Communication of minutes			
RECOMMENDATIONS TO EMPLOYER			
Process for making recommendations			
Process for if consensus is not reached			
INSPECTIONS			
Frequency			
Scope			
Additional participants			
Hazard identification			
Documentation			
Process for communicating results			

	Included	Comments
INVESTIGATIONS		
Participants		
Process		
Documentation		
Process for communicating results		
TRAINING		
Information on what training is required for committee members		
Information on updated training for existing committee members		