



Health and Safety  
Santé et sécurité

# 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.



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

# Terms of Reference CHECKLIST



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	Included	Comments
<b>MISSION STATEMENT</b>		
Committee's goals		
<b>COMMITTEE MEMBERSHIP</b>		
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)		
<b>MEETINGS</b>		
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		
<b>RECOMMENDATIONS TO EMPLOYER</b>		
Process for making recommendations		
Process for if consensus is not reached		
<b>INSPECTIONS</b>		
Frequency		
Scope		
Additional participants		
Hazard identification		
Documentation		
Process for communicating results		

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