

Health and Safety Committee Terms of Reference

Name: ETFO Health and Safety Committee (H&S Committee)

Composition:

1. The Health and Safety Committee shall consist of a minimum of 5 and a maximum of 9 members appointed by ETFO Executive and approved at Representative Council.
2. The ETFO president or designate is a member of the H&S Committee.
3. The ETFO Vice-President who is the JHSC representative is a member of the H&S Committee and will act as chair of the committee

Function and Role:

1. The H&S Committee, through the ETFO H&S representative will report to the ETFO Executive.
2. The H&S Committee will prepare and present a proposed budget and program outline to be approved by Executive prior to implementation.
3. The H&S Committee responsibilities shall be to:
 - record and distribute minutes for H&S Committee members and ETFO Executive
 - communicate with ETFO President or designate regarding issues of concern
 - to assist ETFO Workplace Inspection Team Representatives
 - to provide training to ETFO Workplace Inspection Team Reps
 - to communicate health and safety information to ETFO members through the Rep Council and to receive information from members, as appropriate
 - to attend Health and Safety training conferences and workshops

Duties of the Chair:

- meet with ETFO president/designate prior to September 30th.
- organize and chair meetings of H&S Committee
- report to ETFO Executive

Duties of Members:

- attend scheduled meetings of H&S Committee
- review Health and Safety regulations
- compile Health and Safety information for ETFO members and share Health and Safety correspondence i.e: Regional Health and Safety Information
- a designate from the H&S Committee may represent ETFO members at the JHSC meeting should the ETFO JHSC Representative not be able to attend
- keep records of expenditures and receipts relative to the Health and Safety Committee
- submit receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by the Friday immediately following the last Rep Council in June

Procedure for Resignation:

1. All resignations shall be by letter to the chairperson of the Health and Safety Committee who in turn will forward the resignation to the ETFO-WRTL President.
2. With the advice of the chairperson, Representative Council upon the recommendation of ETFO-WRTL will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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