



AWCBC Safety and Prevention Committee

Terms of Reference

Document Version:

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1.0	May 12, 2008	Alice Sayant	Draft to be reviewed at May 14-15 Committee meeting
2.0	May 28, 2008	Alice Sayant	
3.0	May 29, 2011	Alice Sayant	
4.0	August, 2015	AWCBC	Incorporated changes from May 2015 Minutes. Aligned format and wording of roles and responsibilities with AWCBC Committee Terms of Reference template.
5.0	October, 2015	AWCBC	Revised with feedback from Committee.

AWCBC Safety and Prevention Committee Terms of Reference

Committee Name

SAFETY AND PREVENTION COMMITTEE

Definitions

- 1.1 “AWCBC” means the Association of Workers’ Compensation Boards of Canada.
- 1.2 “AWCBC Board of Directors” means the board of directors of the Corporation as defined in AWCBC’s By-law.
- 1.3 “Committee” means the Safety and Prevention Committee to whom these Terms of Reference apply.
- 1.4 “Committee Member” means the representative appointed by a jurisdiction.
- 1.5 “Executive Committee” means the Executive Committee of the AWCBC.
- 1.6 “Executive Director” means the Executive Director of the AWCBC.
- 1.7 “Executive Sponsor” means the person selected to be the Executive Sponsor of the Committee by the AWCBC Board of Directors.
- 1.8 “Jurisdiction” means one of the Boards/Commissions that are members of the AWCBC.

Role / Purpose

Committee Mandate

- 2.1. The mandate of the Committee is to support and assist jurisdictions in developing and implementing workplace health and safety strategies.

Committee Goals

- 2.2. The goals of the Committee are:
 - a) to have an engaged committee and develop strong peer relationships to ensure that outcomes are achieved as outlined in the Committee work plan;
 - b) to identify national issues and opportunities related to workplace health and safety, and to share and explore common strategies on these issues and opportunities; and
 - c) to create learning opportunities that would stimulate discussion and real learning on workplace health and safety strategies from both internal and external resources.

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Membership

Executive Sponsor

Appointment

3.1. The Executive Sponsor is appointed by and is a member of AWCBC's Board of Directors.

Role

- 3.2. The role of the Executive Sponsor is to:
- a) provide leadership, support, guidance and advice to the Committee;
 - b) attend committee meetings as required;
 - c) act as liaison between the Committee, the Executive Committee and AWCBC Board of Directors;
 - d) review the Committee work plan and reports with the Committee Chair;
 - e) present Committee work plans and reports to the Executive Committee and/or AWCBC Board of Directors as required; and
 - f) report on Committee activities to the AWCBC Board of Directors.

Chair

Appointment

4.1. With approval/acceptance of the Executive Sponsor, the Committee Members shall elect one Committee Member to serve as Chair for a two-year renewable term.

Role

- 4.2. The role of the Chair is to:
- a) schedule meetings, prepare and distribute Committee meeting agendas and minutes, or delegate these functions as required;
 - b) chair Committee meetings, ensuring that all Committee members are given an opportunity to actively participate, that discussions are kept on track, and that meetings begin and end on time;
 - c) coordinate the development and maintenance of an annual work plan with Committee Members;
 - d) present the annual work plan to Executive Committee at the AWCBC All Committees Meeting;
 - e) prepare semi-annual work plans, budgets, and status reports and review with the Executive Sponsor;
 - f) confirm jurisdictional representation on the Committee;
 - g) provide orientation for new Committee Members;
 - h) liaise with AWCBC's Executive Director to align with ongoing initiatives and support the cross-pollination of work between committees as appropriate;
 - i) act as liaison with other AWCBC Committee Chairs/Committees;
 - j) upon request, attend meetings of the Executive Committee; and
 - k) prepare reports and/or recommendations as required.

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Vice-chair or Co-chair

Appointment

- 5.1. The Committee Members shall elect one Committee Member to serve as Vice-chair for a two-year renewable term.
- 5.2. In order to provide continuity, the Vice-chair's term shall commence at the one-year point of the Chair's term.
- 5.3. If approved by the Executive Sponsor, the Vice-chair shall assume the role of Chair at the end of the Chair's term.
- 5.4. The Chair and Vice-chair may serve as Co-chairs with the agreement of the Committee.

Role

- 5.5. The role of the Vice-chair is to:
 - a) assist the Chair in the performance of his or her role as required; and
 - b) chair Committee meetings in the absence of the Chair.
- 5.6. When the Chair and Vice-chair agree to act as Co-chairs, the duties of the Chair set out in [section 4 \(Chair\)](#) will be shared by the Co-chairs in a mutually agreeable way.

Committee Members

Appointment

- 6.1. For each jurisdiction that desires to participate in the Committee, a member of the AWCBC Board of Directors representing that jurisdiction shall appoint one or more of its employees to be members of the Committee. The members, so appointed, shall collectively comprise the Committee.
- 6.2. Other committee members external to Boards/Commissions can be included if approved by the Executive Sponsor (for example CCOHS or Government bodies).

Role

- 6.3. The role of individual Committee Members is to:
 - a) follow through on commitments made at Committee meetings;
 - b) be adequately prepared for Committee meetings, and actively participate in discussions;
 - c) participate in Committee evaluation activities, including expressing opinions about whether or not the Committee is providing value;
 - d) represent his or her respective jurisdiction in discussions;
 - e) bring subject matter knowledge to committee discussions; and
 - f) attend Committee meetings or, if unable to attend personally, send a substitute who is prepared and empowered to participate.

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Executive Director

Role

- 7.1. The role of the Executive Director is to:
- a) attend Committee meetings as required;
 - b) update key contact information;
 - c) in conjunction with the Executive Sponsor, facilitate the presentation of Committee business at meetings of the AWCBC Board of Directors and Executive Committee;
 - d) facilitate information sharing among jurisdictions and act as a central information resource for jurisdictions and Committee Members; and
 - e) ensure that Committee presentations, minutes, contact lists and work plans are updated on AWCBC's Collaboration Forum.

Meetings

AWCBC Annual All Committees Meeting

- 8.1. All formal AWCBC Committees meet annually each spring as part of AWCBC's All Committees Meeting.
- 8.2. Committee responsibilities at this meeting are outlined in [section 9.1](#) below.

Other Meetings

- 8.3. This Committee shall meet in person at least once, but preferably twice a year, once in the Spring (at the All Committees Meeting outlined [above](#)) and once in the Fall tied to the AWCBC Learning Symposium, and every two months by telephone.

Meeting Protocol

- 8.4. The Committee Members agree to be bound by these rules in the conduct of Committee meetings.
- 8.5. All agenda items, with supporting material, should be submitted to the Chair with reasonable notice prior to the meeting date.
- 8.6. The Chair will distribute the agenda and all agenda material to Committee Members at a reasonable time prior to the meeting date.
- 8.7. Committee Members who are unable to attend a meeting will signify this with reasonable notice prior to the meeting date.
- 8.8. Any Committee Member may submit an agenda item to the Chair.
- 8.9. The basis for decision-making at the Committee meetings is informed consensus.
- 8.10. The Chair will make rulings regarding procedure when required.
- 8.11. The draft minutes of the meeting will be distributed to participants within a reasonable time after the meeting.

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Reporting

- 9.1. At the AWCBC Annual All Committees Meeting, the Chair reports to Executive Committee. The purpose of this report out is to:
- a) update work plans for the coming year;
 - b) identify ongoing or emerging issues and offer possible responses/feedback to AWCBC Executive when required or requested;
 - c) explore crossover issues as well as areas of common interest with other committees;
 - d) suggest likely topics for the Staff Learning Symposium and Governance Summit;
 - e) highlight potential budgetary considerations; and
 - f) address any issues referred by the Executive Committee.

Review of Terms of Reference

- 10.1. Review of the Terms of Reference is to be an annual standing item on this Committee's agenda at the AWCBC Annual All Committees Meeting.