

# SSMCA Health and Safety Committee Terms of Reference

## **1.0 TITLE**

Sault Ste. Marie Construction Association Health and Safety Committee

## **2.0 PURPOSE**

To provide a consultative Committee that can effectively address the Health and Safety matters arising in the Sault Ste. Marie Construction Association and its membership with particular reference to the requirements of the Occupational Health and Safety Act.

## **3.0 MEMBERSHIP**

3.1 Members must be employed by a SSMCA member company in good standing. They can be appointed to the Committee from time to time with the approval of the Committee members. Potential members may submit their name to the Committee for consideration through the Association Manager or a Committee member.

3.2 The Construction Association Manager will be a part of the Committee and attend the meetings.

3.3 Other Committee members can be Board members or employees of a member company and they do not necessarily have to be from management. They must have a strong desire for and commitment to Health and Safety.

3.4 The Committee shall have a maximum of eight members and a quorum is not required for any meetings.

3.5 Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance or expertise where necessary.

3.6 Decisions will be made by the majority vote of the Committee members present.

3.7 Committee members will cease to be a member if they:

- resign from the committee
- fail to attend 3 consecutive meetings without providing notice or good reason to the chairperson
- resign from their employment
- breach confidentiality

3.8 There is no set term or time frame for a Committee member to serve on the Committee

#### **4.0 VACANT POSITIONS**

Any vacant positions will be filled on a casual basis.

#### **5.0 CHAIRPERSON**

The Chairperson shall be elected by the committee for a period of 12 months. Their responsibilities include:

- Scheduling meetings and notifying committee members in conjunction with the Association Manager
- Inviting specialists to attend meetings when required by the committee
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Review and approve the draft minutes before distribution

#### **6.0 MINUTE TAKER SECRETARY**

The role of the minute taker is to:

- 6.1 Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
- 6.2 Distributing the Agenda one week prior to the meeting
- 6.3 Taking notes of proceedings and preparing minutes of meeting.
- 6.4 Distributing the minutes to all committee members one week after the meeting.
- 6.5 The minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.

#### **7.0 DURATION OF MEETINGS**

Meetings shall be held on a monthly basis for a period of one hour. A special or extraordinary meeting may be called by:

- half the committee members;
- the Chair person

## **8.0 FUNCTIONS**

The functions of a Health and Safety Committee are;

- a) Provide SSMCA member with meaningful information regarding Health and Safety
- b) Ensure that all SSMCA safety materials are available and are current and up to date.
- c) Assist with the development, review and distribution of Health and Safety practices, procedures and policies
- d) Coordination of the annual Safety Awards
- e) Develop safety training courses
- f) Development of a “New Worker” Health and Safety program
- g) Develop a close working relationship with CSAO
- h) Continue with further development and administration of our annual Health & Safety Training Week
- i) Development of an annual one day Health and Safety Conference
- j) Set a annual priorities list for the Committee with a monthly status review
- k) Further development of the safety section of the website
- l) Promote accident prevention and safe work sites
- m) Provide status reports to the Board of Directors
- n) Such other functions as prescribed or agreed upon by the Board of Directors and the Safety Committee

## **AMENDMENTS**

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of the Committee members.

The above Terms of Reference for the SSMCA Health and Safety Committee have been agreed to:

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Committee Chairperson

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SSMCA Board of Directors President

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SSMCA Board of Directors Vice President