

## Terms of Reference

### OACAS Labour Relations Committee (LRC) – Worker Safety Sub Committee

#### Purpose

The importance of improving worker safety conditions for child welfare workers in Ontario was highlighted during the 2011 Provincial Discussion Table (PDT) process. The PDT Consensus Agreement includes a commitment to establish a Worker Safety Group.

The OACAS Labour Relations Committee – Worker Safety Subcommittee shall serve as the Worker Safety Group as outlined in the PDT Consensus Agreement. The purpose of the sub committee is to advise, report, and make recommendations to the OACAS Labour Relations Committee on systemic matters relating to the occupational health and safety of child welfare sectors workers in Ontario.

Ongoing functions include:

- Review of pertinent legislation and existing sector policies, protocols, procedures and training related to Worker Safety in the sector;
- Identify and review emerging CAS sector worker health and safety issues, statistics and trends;
- Project work as directed by the Labour Relations Committee:
  - Direct and liaise with consultants assigned to projects;
  - Research and develop sector specific policies, procedures, tools/training with the assistance of safety experts to support Joint Health and Safety Committees;
  - Set out mutually agreed options to resolve systemic workplace issues for consideration of Joint Health and Safety Committees;
  - Develop reports and recommendations for the consideration of Joint Health and Safety Committees; and
  - Develop recommendations related to necessary MCYS resources needed to ensure a safe and healthy workplace.

#### Membership

The committee will be comprised of the following membership:

- six (6) employer representatives
  - one (1) representative from the LOCAL DIRECTORS
  - four (4) representatives from the HUMAN RESOURCES MANAGERS with Health and Safety experience
  - one (1) representative from OACAS
- two (2) CUPE representatives
  - one (1) staff representative
  - one (1) member representative
- two (2) OPSEU representatives
  - one (1) staff representative
  - one (1) member representative
- one (1) Simcoe CAS EA representative
- one (1) CEP representative

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For the purposes of continuity of discussion and efficient development of recommendations, it is the intent that the appointed members attend on a regular basis. Members will be permitted assign an alternate to attend in their place in the event of a significant conflict with an important meeting.

#### Guests

Additional resource staff may be invited by any party, subject to the agreement of the other parties.

#### Roles and Responsibilities

- Chair - to be chaired on a rotating basis by the employer group and the labour group
- The subcommittee is responsible to the OACAS Labour Relations Committee and may make recommendations for consideration by the OACAS Labour Relations Committee

#### Decision Making

Recommendations to the OACAS Labour Relations Committee will be made on a consensus basis.

#### Meetings

- Quarterly
- Additional meetings may be scheduled as required for project work or emerging issues, if agreed by the parties.

#### Information Sharing

Subject to confidentiality concerns, the parties will share information and/or documents that are necessary for the parties to engage in an informed discussion.