**TERMS OF REFERENCE**

**Prairie Region Health & Safety Committee**

**Mandate & Objectives**

* Provide on-going communications on health and safety issues.
* Promote safe and healthy workplaces through the collective action of the Prairie Region’s health and safety activists.
* Promote the training of health and safety activists to remain effective in all aspects of health and safety activities, in both the Union and the workplace.
* Participate in developing, organizing, hosting and delivering the Triennial Prairie Region Health and Safety Conference.
* Promote commemorative dates that pertain to health and safety.
* Provide information to the REVP and Prairie Region Council on all matters relating to health and safety.
* Ensure a follow-up on National health and safety priorities as identified by the PSAC National and the Regional Health and Safety Conferences.

**COMPOSITION**

* The Committee may be comprised of the PRC Health & Safety Committee, One member from each PSAC component represented in the Prairies (elected/selected by their component who may choose to elect/select an alternate for this member) and one member from the Prairies DCLs elected at the DCL caucus at convention (with their choice to elect alternates for this member)
* The REVP/PRC shall approve two (2) co-chairs for the committee. One (1) Co-Chair shall be from the PRC members and One (1) Co-Chair shall be from the DCLs/Components members whom were assigned to the Prairie Region Health & Safety Committee.
* At the beginning of each cycle, following the Prairie Region Triennial Convention; a call-out will be sent to each component to elect/select a representative and an alternate to represent them on the Committee.
* The Resource Officer for the committee will be the Regional Representative- Health and Safety Officer, Prairie Region; unless otherwise assigned.

**MEETINGS**

* The Committee shall hold via Conference Calls / Webinars four (4) quarterly meetings one of which would be a Prairie-Wide meeting (similar to a Townhall meeting); where it would be open to every MIGS in the prairies. This annual Prairie-Wide meeting would update and report to everyone on activities that had taken place and it would also solicit health & safety activists input on the committee’s direction.

**OPERATION**

* A quorum will consist of one (1) of the Committee’s Co-Chairs and not less than 33% of Committee members.
* All decisions will be by a simple majority of members during meetings.
* The Co-Chairs shall schedule meetings (request a webinar or a conference call line from the REVP Office).
* The Committee would report (through the Co-Chair member of the PRC) to PRC twice per year at the PRC scheduled face to face meetings.
* All meetings will provide minutes, which shall be sent to the office of the REVP for review, filing and posting to the website.