

Society of Saint Vincent de Paul – Greater Toronto Central Council Health and Safety Committee Terms of Reference

Name: Health and Safety Committee

Type of Committee: Standing

Mandate: To implement the Society's Health and Safety program in all divisions to ensure the safest possible work environment for employees and volunteers and assist supervisors and employees to understand their responsibilities under the Ontario Health and Safety Act (the Act).

Date Committee Formed: 2003

Committee Membership October 2024:

None of the Society's worksites employees 19 persons, therefore the Society is not required to have a Joint Health and Safety Committee. The Society has rotating Health and Safety representatives as provided for in the Act.

- Current Membership:
 - Member of the Board of Directors (Michael Wiley)
 - Representative of the Board of Directors (Danny Bourne)
 - Certified Member (Louise Coutu)
 - Elected Health and Safety Representatives from all Society staffed divisions and facilities; currently 14 sites
 - Program Managers from each division or facility

Duties and Responsibilities:

- Implementation of safe work place policies and procedures
- Provide Health and Safety Reps with in house training on areas of concern including slips, trips and falls and WHMIS
- Develop strategies for actively reducing WSIB claims through training and awareness programs
- Ensure productive monthly inspections of all workplace facilities
- Provide resources to Health and Safety Reps to engage staff teams in meeting compliance
- Monitor developments in Workplace Safety through the Ministry of Labour, and the PSHSA (Public Services Health and Safety Association) announcements and websites ensuring worksite specific training is in place

Meetings:

- Committee meetings take place twice a year, spring and fall and more often as needed at the Head Office; generally on a Tuesday morning