

Terms of Reference

Occupational Health & Safety Committee

1. Name of the Committee

The CUPE Local 15 Occupational Health & Safety (OH&S) Committee, herein after called “the committee”.

2. Mission Statement

To promote and increase the profile of worker health and safety through direct contact with workplace health and safety committees and members, through site visits, education, providing resources and guidance across all CUPE Local 15 sectors.

3. Composition

The committee will be comprised of one CUPE Local 15 member selected from each of the following groups, who will be referred to as the “committee members”:

- City
- Parks
- College
- University
- Cultural
- Health
- K-12

As well as one alternate from each group, who will attend one meeting every three months, or in the absence of the committee member from their group in order to maintain quorum and continue the duties of the committee. The alternate will communicate news from the meeting back to the committee member whom they are attending for.

4. Selection of Committee Members and Alternates

- i) The CUPE Local 15 General Membership will be requested to express their interest in becoming a committee member or alternate by submitting their name, worksite, OH&S qualifications, and experience in writing to the committee chair for consideration in April of each year.
- ii) The committee members and alternates will be selected by considering the candidates’ OH&S experience, knowledge, and current level of OH&S activism. The committee members will recommend a sector alternate to the Executive for appointment to the committee.
- iii) In the event of a vacancy on the committee, the alternate from the same group as the vacancy shall be appointed to the position of committee member for the duration of the remaining term.
- iv) In the event of an unfilled vacancy, a name will be chosen by the remaining committee members from the applicants for that sector.

5. Terms of Office

There will be a maximum of seven committee members, of which one will be chair, one will be co-chair, and one will be recording secretary. All committee members, including their alternates, will sit for a two-year term, with the chair, co-chair, and recording secretary elected annually by the committee at the April OH&S Committee meeting.

6. Education

The committee members will be provided with education and training to keep them informed of current OH&S concerns, WorkSafe BC legislation, and policies pertaining to OH&S issues.

7. Functions

- i) To assist our CUPE Local 15 OH&S worksite representatives to promote safe and healthy working conditions and knowledge of the four basic rights to health and safety, as per Section 3.3.8(2)(e) of CUPE Local 15 policy.
- ii) To conduct CUPE Local 15 worker representative elections on joint health and safety committees in all sectors.
- iii) To ensure those elected/acclaimed as the CUPE Local 15 worker representative on a joint health and safety committee in all sectors are appointed by the Executive Board.
- iv) To compile, establish, and maintain resource material on OH&S issues and make them available on the CUPE 15 website.
- v) To ensure all discussion items requiring action or follow up are completed.
- vi) Resources available for use will include, but will not be limited to those provided by CUPE BC and CUPE National.

8. Meetings

- i) The committee shall meet on a monthly basis.
- ii) The meeting quorum shall consist of a minimum of half (50%) of the current committee members, with either the chair or co-chair present.
- iii) Each group shall have no more than one committee member or their alternate attend a committee meeting with the exception of alternates attending a meeting every three months.
- iv) Committee members who miss three consecutive meetings without a reasonable reason may be removed by the President or designate. Committee members so removed may seek redress in accordance with the provisions of Section 21 of the CUPE Local 15 bylaws.
- v) The committee meetings shall include the following
 - Territorial Acknowledgement
 - Equality Statement
 - Roll Call
 - Adoption/Revision of the Agenda
 - Minutes/Business Arising from the Minutes
 - New Business
 - Sector Reports
 - Report to the Executive
 - Next Meeting Date

9. Recommendations

All recommendations on CUPE Local 15 Occupational Health and Safety policy will be forwarded to the Executive for their consideration and action. The Executive Liaison will report back to the committee at the next scheduled meeting.

Approved by the Executive Board June 17, 2025