

HEALTH AND SAFETY COMMITTEE PROGRAM

Terms of Reference

1. NAME

The Central Committee will be called the *PHS Community Services Society OH&S Central Committee*.

This Committee will meet at 10:30am the second Tuesday of each month, and will act as a global Committee representing the work of the sub-committees and address any issues brought to the Committee.

The Central Committee will comprise of the Co-Chairs from the 8 Sub-Committees and PHS excluded staff representing Housing, Programs, and Victoria Operations will make up the remainder of the committee as follows:

1. **PHS Supportive Hotels (A) OH&S Sub-Committee**
 - a. Maple, Irving, Regal, Molson, Beacon, Tellier, and Pennsylvania (Housing Floors)
2. **PHS Supportive Hotels (B) OH&S Sub-Committee**
 - a. Chartrand, Hugh-Bird (MORE Van incl.), M. Mitchell, Nora Hendrix, and Hummingbird
3. **PHS Health Services OH&S Sub-Committee**
 - a. PHS Primary Care (3 primary worker representatives from various clinical spaces), PHS Dental Clinic
4. **PHS Mental Health Housing OH&S Sub-Committee**
 - a. Portland Hotel, ELS, Smith-Yuen, Woodwards Community, Station Street, Alexander Street Community, Rainier Hotel, Food Program
5. **PHS Shelters and PPS Bank OH&S Sub-Committee**
 - a. New Fountain Shelter, Osborn Shelter, Lark Hostel, PPS Bank
6. **PHS Outreach/Maintenance OH&S Sub-Committee**
 - a. Integrated Housing Team, PHS Maintenance, Bugs Be Gone, Outreach Worker – Resident Liaison Support, Tech Support Services
7. **PHS Harm Reduction and Overdose Prevention OH&S Sub-Committee**
 - a. Washington Needle Depot, Molson Overdose Prevention Site, NEX Van, Mobile Overdose Prevention Site, Community Managed Alcohol Program, Indigenous Health Services, IOAT, TIOAT

8. PHS Vancouver Island OH&S Sub-Committee

- a. Douglas Street Community, Johnson Street Community, Arbutus Shelter, Douglas Street Supportive Recovery Treatment Centre, Johnson Street Safe Consumption Site, The Soleil, Mount Tolmie

9. PHS Harm Reduction Joint with VCHOH&S Sub-Committee

- a. Insite

10. PHS and VCH Joint Health OH&S Sub-Committee

- a. CTCT, PSS, Onsite

2. PURPOSE OF THE OH&S COMMITTEE(S)

To provide a place in which to directly and specifically address any Health and Safety matters arising where people work, and to improve health and safety for the staff working at various PHS projects.

3. FUNCTIONS OF THE SUB-COMMITTEES

- Identify situations that may be unhealthy or unsafe for workers, and advise on effective systems for responding to those situations;
- Consider, and promptly deal with complaints relating to the health and safety of workers;
- Consult with workers and the employer on issues related to occupational health and safety, and the occupational environment;
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety, and the occupational environment of workers;
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions of the *Workers Compensation Act* and the regulations, and to monitor their effectiveness;
- Advise the employer on programs and policies required under the regulations for the workplace, and to monitor their effectiveness;
- Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
- Ensure that accident investigations and regular inspections are carried out as required;
- Participate in inspections, investigations and inquiries as provided in the OHS provisions of the *Workers Compensation Act* and Part 3 of the Regulation;
- To assist in the resolving of issues relating to health, safety or welfare of staff that arise at any project or program the PHS runs;
- The employer will be responsible for scheduling or obtaining coverage as required for sub-committee members to attend monthly meetings.

4. COMMITTEE MEMBERSHIP

4.1 Who is on The Central PHS Health and Safety Committee?

In summary, The Central PHS Health and Safety Committee will be comprised of:

- One 1004 Co-Chair from each of the Sub-Committees (Selection of the person to be determined by the 1004 members on the Sub-Committees)

- One Excluded Co-Chair appointed by the employer for each of the Sub-Committees.
- At Least 1 PHS appointed representative (Selection determined by PHS).
- Quorum shall be no less than 6 CUPE 1004 representatives, 3 Excluded Management representatives, and 1 PHS Human Resources representative.

This Central Committee Meeting will be a closed meeting. People may also be invited to come to address various topics, at the invitation of the Committee Co-Chairs. This doesn't include the list of those who can come 'as requested' with a minimum of 24-hours written notice. This notice is to be emailed to the Co-Chairs.

4.2 Sub-Committee Membership

The sub-committee membership shall consist of the following:

One Co-Chair to be determined by PHS from the excluded management group appointed by the PHS

One Co-Chair shall be elected from the subcommittee membership by the members

One Secretary shall be elected from the subcommittee membership by the members

One CUPE 1004 staff representative from each project named in each Sub-Committee

Quorum shall be 50% of the CUPE 1004 staff representatives and one manager representative.

**If a staff member changes their job and no longer works at a project or program that is represented by their Sub-Committee, they will leave the Sub-Committee and be replaced as soon as possible.*

4.3 Guests at Meetings

Any committee may invite people to attend meetings at the request of either Co-Chair on behalf of the Committee, in order to provide advice and assistance where necessary. These guests do not have voting rights on the committee. The following list can attend any Health and Safety Sub-Committee meeting they wish:

- (1) CUPE 1004 staff / shop steward;
- (2) President of CUPE Local 1004;
- (3) CUPE 1004 Business Agent;
- (4) PHS Community Service Society Board Chair;
- (5) Chief Executive Officer of the PHS;
- (6) Any Directors of the PHS.

Any of the above list may attend any meeting of their interest and must notify the Co-Chairs by email 24-hours in advance of their intention to be at the meeting or they may not attend the meeting.

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

- (1) Resign from the committee;
- (2) Resign from their employment;
- (3) Breach Confidentiality;
- (4) Fail to attend 3 consecutive meetings. A designate cannot be appointed in a committee member's place, unless the committee member is sick or on a leave approved by the PHS
- (5) Rep. becomes an Auxiliary employee.

5. CO-CHAIRPERSON

The Sub-Committee CUPE 1004 Co-Chair shall be selected via election or acclamation and hold their position for a period of 24 months.

The Sub-Committee Excluded Co-Chair shall be appointed by the employer.

- (a) The Co-Chairs are responsible for being the Committee's representatives on the Central OH&S Committee;
- (b) The Co-Chairs will be responsible for an orderly run and professional meeting;
- (c) The Co-Chairs will make sure that specialists are invited to attend meetings when required by the committee;
- (d) The Co-Chairs will make sure to guide the meeting according to the agenda and ensure that the meeting is well run and takes place within the time available;
- (e) That issues are addressed and resolved in a timely manner.

6. MEETING LOCATION, MINUTE TAKING AND AGENDA PREPARATION

All Sub-Committee and Central Committee meetings shall take place at the PHS Headquarters (or the desired location of their membership). The PHS will provide administrative support to the committees to:

- (a) Prepare the standing agenda and distribute it at the meeting, ensuring all necessary documents requiring discussion or comment are attached to the agenda for distribution.
- (b) Add any additional points for discussion to the agenda at the beginning of each meeting.
- (c) Prepare minutes of the meeting.
- (d) Draft minutes will be sent to the Committee Co-Chairs for provisional approval. These will be brought back to the committee meeting for final approval and accepted as a true and accurate record at the commencement of the next meeting.
- (e) Filing meeting minutes in a secure location at the PHS Community Services Society Head Office.
- (f) OH&S minutes for each sub-committee will be posted in the appropriate buildings in the electronic log when available and in the OH&S binder prior to the next meeting.

7. COMMITTEE RECOMMENDATIONS

Sub-Committees shall act on and resolve items brought to the Sub-Committees' attention. If the item is unresolved or is unactionable by the Sub-Committee, it shall then be referred to the Central

Committee. All items referred to the Central Committee will be resolved, or referred to the PHS Chief Executive Officer or their designate or the Industry Troubleshooter in the unlikely event that a dispute arises between the parties represented at the table.

8. DUTIES OF MEMBERS AND OFFICERS

The duties of the Safety Committee members are to:

- immediately advise the appropriate senior manager of any immediately unsafe or urgent workplace situation (not wait until the first meeting opportunity). This needs to be done by making a phone call with a follow-up email;
- address any unsafe working practices either observed or reported;
- document incidents;
- contribute practical and realistic solutions for improvement to workplace Health and Safety;
- work safely and encourage others to work safely;
- attend Health and Safety courses or seminars that are made available;
- ensure monthly walk-through inspections are completed at each project and reported to the Sub-Committee;
- ensure that the Health and Safety binder and/or bulletin board is kept up to date in each project, and that unusual occurrence forms and any associated WorkSafe BC forms are readily available to staff.


9. DURATION OF MEETINGS

Each of the 8 sub-committees will meet every month. The meetings will start on time and be for two hours. Staff will be granted leave without loss of pay or straight-time wages to attend the meeting and building walkthroughs should be conducted during member’s regular shifts. Sub-Committee Co-Chairs will be responsible for reporting attendance of Sub-Committee members to PHS for pay purposes/entering into timesheets as appropriate.

10. AMENDMENTS

Amendments will be made as needed at the requests of the Central Committee, Sub-Committee, Employer, or the Union. Such amendments will not be unreasonably delayed.

Staff Rep. Co-Chair



Signature

January 6, 2022
Date

PHS Community Services Society Co-Chair



Signature

7 January 2022
Date

