Saskatchewan Association of Health Organizations
Workplace Health, Safety & Education (WHS&E) Services
600 – 2002 Victoria Ave., Regina, SK S4P 0R7
306.347.5580 www.saho.org

HSAC Terms of Reference

Purpose:

The Saskatchewan Association of Health Organizations shall establish a Healthcare Safety Advisory Council (HSAC) as per the Workers' Compensation Board Funding Agreement.

1. HSAC's focus will be on the occupational health and safety and prevention of injuries for all health care workers in the province of Saskatchewan covered by WCB G22.

2. To fulfill the funding agreement of the Saskatchewan Workers' Compensation Board (WCB) and SAHO Workplace Health & Safety (WH&S) Services: SAHO will establish and continue a joint safety advisory council consisting of an equal number of EMPLOYER and WORKER REPRESENTATIVES with experience in occupational health and safety to provide advice and direction regarding the development of strategic plans and provincial safety initiatives.

3. HSAC will provide direction and expertise and advice to SAHO Workplace Health & Safety (WH&S) Services; support of recommendations made by HSAC; and make recommendations to appropriate bodies including the SAHO Board of Directors, to assist in occupational health and safety and prevention of injuries.

4. Develop and maintain the Terms of Reference for the operation of HSAC.

1. Membership:

a) Representation

One union appointed/elected worker representative and alternate, from each of the following:
- Canadian Union of Public Employees (CUPE)
- Health Sciences Association of Saskatchewan (HSAS)
- Saskatchewan Government and General Employees' Union (SGEU)
- Saskatchewan Union of Nurses (SUN)
- Service Employees International Union (SEIU).

Note: Each worker representative will provide the name of their alternate

One employer representative selected by the SAHO WH&S Services Director, representing:
- One representative from the Regina Qu'Appelle Health Region.
- One representative from the Saskatoon Health Region.
- One representative from an affiliated agency.
- Two representatives from other health regions. Geographical location and region size will be considered priority when management representation is selected.

Note: Each employer representative will provide the name of their alternate

The Director and/or the manager of SAHO's Workplace Health & Safety Services or an appointed designate will be a non voting member of HSAC with the right to attend meetings.

A WCB Fund Administrator will be granted the status of a non voting Associate Member and will be invited to attend meetings.

b) Alternates

The representative shall ensure that the alternate is prepared.

c) Chairpersons:

The Healthcare Safety Advisory Council will be a co-chaired committee. Members of the committee representing workers shall elect a worker co-chairperson from among their numbers and members of the committee representing employers shall elect an employer co-chairperson from among their numbers. Co-chairs will be selected by the fourth quarter of each year.

Co-chairs will alternately chair meetings.

d) Support Services

SAHO WH&S Services will provide administrative support to:

- gather agenda items and distribute any and all supporting documentation two weeks prior to meeting date
- distribute all correspondence to members and alternates
- plan meeting spaces and organize refreshments and meals.
- take meeting minutes, ensure co-chairs sign and distribute within three weeks following each meeting.

e) Term

Each representative will be encouraged to serve for a term of three years. Representatives may serve for subsequent terms.

f) Confidentiality Agreement

WCB confidentiality undertaking enclosed within the current funding agreement will be signed by all HSAC member & alternates. If an invited guest is attending the meeting no confidential matters will be discussed.

2. Quorum

A quorum consists of one-half of the members of a committee, where:

a) representatives of both employers and workers are present or participating by electronic means; and

b) at least one-half of the members present represent workers.

3. Meetings

a) HSAC will establish the meeting dates at the last quarterly meeting of the year. Quarterly meetings will be held in the following months:
   - March
   - June
   - September
   - December
   - The meeting date will be adjusted with agreement of at least half the representatives. The WH&S Services Director or either co-chair may request additional meetings.

b) A quorum must be present to proceed with the meeting. A meeting may proceed without quorum; however any motions or decisions shall be deferred to the next meeting with having quorum.

c) Meetings will alternate between Saskatoon and Regina.

d) Representatives must confirm their availability or their alternate to attend meetings with the administrative support two weeks prior to the meeting date to ensure quorum.

e) If representatives miss two consecutive meetings and do not send an alternate, this representative will be permanently replaced on the committee. Consideration will be given for extenuating circumstances.

f) Guests may be invited to attend HSAC meetings with the approval of both co-chairs.

g) The Healthcare Safety Advisory Council co-chairs will provide an annual report to SAHO's Board of Directors and the Council of CEOs. SAHO will request a time on both agenda if so requested by HSAC.

h) The Healthcare Safety Advisory Council may request in writing to SAHO's President & CEO additional meetings with SAHO's Board of Directors and/or the Council of CEOs.

4. Decision Making

a) Decision making will be done through consensus.

b) When decision making fails to reach a consensus, the decision making process will move to a second option at the next meeting which will consist of majority voting. Each union and employer member of HSAC will have one vote.

c) The voting process for HSAC members present will be done through show of hands, by electronic means, polling, or by using secret ballots to be counted by the administrative support, and the co-chairs or their designate.

d) When the voting results in a split vote, opportunity for additional discussion will be opened, allowing for each representative to speak to the topic. This discussion will be followed by a second vote. If after the second vote, the results are split, the Council will determine the process for resolution.

5. Meeting Objectives:

a) The expertise on occupational health & safety of the representatives on the committee will provide the knowledge to provide advice and direction. The advice and direction provided by HSAC to the WH&S Services will focus on initiatives and programs to address the human and financial loss due to workplace injury and illness in the health sector. The advice and direction will be provided to the WH&S Services Director.

b) At each meeting, WH&S Services will provide a report based on:
- provincial statistical information related to reported WCB claims
- a summary of the WH&S Services activities for the previous quarter
- the progress of initiatives, programs and services as directed by HSAC
- objective proposals for submission to WCB

c) Committee members will report quarterly of any safety initiatives outside of HSAC.

Tentative yearly calendar and objectives:

HSAC Workplan

	WH&S Services	HSAC
1st Quarter: • January • February • March	-Review of 4th quarter WCB stats -Update on initiatives, programs and services.	- Provide input and advice to WH&S Services for strategic plans for WCB for a June submission.
2nd Quarter • April • May • June	-Review of 1st quarter WCB stats. -Update on initiatives, programs and services.	- Review 'draft' copy of the strategic plan and provide input and advice for final submission to WCB in September.
3rd Quarter • July • August • September	-Review of 2nd quarter WCB stats. -Update on initiatives, programs and services.	-Provide input into program enhancements. - Discussions re: a spring Safety Summit and HSAC participation.
4th Quarter • October • November • December	-Review of 3rd quarter WCB stats -Update on initiatives, programs and services. -Provide HSAC with acceptance or rejection from WCB for the strategic plan.	- Provide input and advice into future initiatives and programs.

6. Remuneration:

A maximum of one worker member per union whose regular rate of pay has not been remunerated by their employer or union will be reimbursed at their regular rate of pay from SAHO. The worker member will notify the WH&S Services Director one week prior to the meeting and will make arrangements with their manager to have their region invoice SAHO. Only members who are not employees of a union are eligible.

HSAC members whose expenses (reasonable and actual travel, hotel and meal costs) have not been reimbursed by their employer or unions will be reimbursed by SAHO at SAHO rates. Members will be required to complete a SAHO expense form and forward to WH&S Services Director for authorization.

7. New Member Orientation:

A folder of information will be provided to new members, including the current Terms of Reference, meeting minutes from the previous 4 meetings, previous and current year WH&S strategic plan.

a) One of the co-chairs or the WH&S Services Director will meet with each new representative to review the information provided prior to their first meeting.

8. Review of Terms of Reference:

a) HSAC will develop and maintain the Terms of Reference that will be reviewed and revised every 3 years or when a change of circumstances indicate a review is necessary.

Effective September 29, 2008

_____	_____
Employer Representative (print name)	Worker Representative (print name)
_____	_____
Employer Representative (signature)	Worker Representative (signature)

Revision date:
22 September 2008
26 September 2008