

The NWT Regional Health and Safety Committee of the Public Service Alliance of Canada North

1. Name

The name of this Committee of the Public Service Alliance of Canada North shall be the NWT Regional Health and Safety Committee.

2. Preamble

- A Regional Health and Safety Committee is hereby established for the PSAC North Members.
- It is our firm belief that, through educational programs, and political action around Health and Safety issues in the workplace, at home and in our communities will be made healthier and safer for all.
- The Health and Safety Committee will work diligently to deal with health and safety issues by jointly collecting information from representatives of all member locals. We will assist member locals to work with their local health and safety committees through political action and education.

3. Functions of the Health and Safety Committee

- Establish relationships with local Health and Safety Representatives and members who sit on joint workplace committees.
- Establish links with regional Health and Safety activists.
- Provide information for the Council on all regional matters relating to health and safety; i.e. issues, campaigns, gains
- Provide input to the REVP on the delivery of the Health and Safety Activities budget
- Provide input to the REVP on the organization of the triennial Regional Health and Safety conference.

Once links have been established with locals and Health and Safety activists, the committee would then assist the council in –

- Promoting a proactive approach to Health and Safety.
- Promoting a greater emphasis on worker rights in safety and health legislation.
- Promoting proper enforcement of health and safety laws to ensure a health, safe and stress free workplace.

- Promoting the training of health and safety activists so that they remain effective in all aspects of health and safety activities, in both the union and the workplace.
- Promoting annually, the National Day of mourning, April 28th.
- Providing resources to members on Health and Safety issues.
- Providing support to workplace committees to assist them as needed.
- Promoting the elimination of hazards in the workplace.

4) Minutes of Meetings

The committee shall maintain and keep approved minutes of its proceedings and make them available for examination to the executive of regional council as and when required.

Reports are to be distributed to Health and Safety Activists, Local Presidents, the Regional Committee, the REVP, and the PSAC Regional Office.

5) Structure of Committee

The NWT Health and Safety Committee shall consist of PSAC members from the NWT in good standing. From amongst its members in good standing the Committee shall choose people to serve as: Chair, Secretary & Treasurer

Chairperson

The Chairperson shall be responsible for the affairs of the Committee between meetings. The Chairperson will facilitate any meetings of the Committee held during their term. The Chair will ensure that issues of importance are communicated to the members of the Committee in a timely fashion.

The Chairperson will be responsible for the agenda and the callout for agenda items at least one week before the meeting date. The membership must be given as much advance notice as possible to allow for optimum participation.

If the Chairperson is unavailable, the Secretary or Treasurer may assume the duties of the Chairperson for NWT Regional Health and Safety Committee activities.

The Chairperson will sit on other PSAC Committees as a Representative for the Committee. (ie; Area Council & Regional Council)

Secretary

The Secretary shall be responsible for all non-financial administrative functions of the Committee including: the production and distribution of Minutes of all regular and special meetings of the Committee.

Treasurer

The Treasurer shall be responsible for all the financial affairs of the Committee including: The preparation and presentation of an annual financial report to the Committee and to the PSAC North Regional Council. The presentation of an annual budget – to be approved at an AGM before it is presented to the REVP for the PSAC North.

6) Meetings

The NWT Regional Health and Safety Committee shall meet at least four (4) times a year the last of which shall be the AGM. Additional meetings shall be scheduled as required.

The Annual General Meeting of the Committee shall be held in the last quarter of the calendar year. The purpose of the AGM shall be to:

- select its officers, once every year at an AGM;
- table and discuss activity and expenditure reports of the Committee;
- review the Committees achievements, challenges and activities;
- review financial statements of the Committee expenditures and plan the next year's activities and approve annual budget;

Special meetings of the Committee may be called by the Chair at the request of a significant number of members of the Committee.

The Committee encourages its members to invite guests and speakers who encompass our aims and objectives. As such, members are asked to provide at least two week's advance notice to the Chair.

PSAC policies on harassment, childcare and other policies that may be required are in force at all times during all Committee's activities and meetings.

7) Selection of Officers

The officers of the Committee will be elected at the Annual General Meeting.

Should any of the officers be unable to fulfill their duties the other officers can select a replacement pending the next AGM.

8) Decision making

All decisions, including financial, require the approval of the committee during a scheduled or special meeting.

9) Quorum

Quorum shall consist of the majority of elected executive members.

10) Additional

Representatives of the NWT Regional Health and Safety Committee see:

PSAC Constitution / Section 15

PSAC North Bylaws / Section 6, Sub-Section (8)