

Appendix V. Health and Safety Committee Terms of Reference

Name of the Committee

Health and Safety Committee

Term of the Committee

The work of the Health and Safety Committee is ongoing, but members are elected each year as specified in the PSAC Local 610 bylaws.

The committee was established in Fall 2020 because of the COVID-19 pandemic.

Mandate and Goals

The Health and Safety Committee is a special standing committee of PSAC Local 610, as specified in the bylaws.

This committee aims to promote the physical and mental health and safety of all Teaching Assistants and Postdoctoral associates at Western University. We will support union members by informing them of health and safety-related resources provided to them by PSAC Local 610. We will also convey members' health and safety-related needs to the Executive, who will then communicate them to Western University.

Although we are interested in all health and safety-related issues, the committee is especially concerned with addressing needs related to immediate issues (e.g., COVID-19).

Membership

Minimum of 3 members, other than the chair.

Maximum of 15 members, can include executive members as ex officio members

Roles

Chair - The Chair shall organize meetings and prepare meeting agendas. This person shall be the Committee's primary point of contact with the Local's executive committee and other organizations, whether internal or external to the Local and the Public Service Alliance of Canada. The Chair shall be primarily responsible for bringing motions and bargaining demands

arising from the Health and Safety Committee to the appropriate Committee or organization.

Secretary - The Secretary shall take minutes of Committee meetings and distribute them to the Committee membership. This person shall also make room reservations when appropriate.

Members will be selected by the Committee Chair and approved by the Executive Committee after a call-out has been sent to the general membership

Where possible, members of the Committee will normally consist of a representative of each of the divisions: Arts & Humanities, Biological Sciences, Physical Sciences, Social Sciences and postdoc divisions.

Interested members must send an email to the chair of the Committee at healthandsafety.psic610@gmail.com (please cc staffpsac610@gmail.com). Members should indicate the following information:

- Name and department/faculty of study
- A statement of interest (two or three sentences) indicating why they want to serve on the committee

Procedures

The Committee will proceed under the Bournoits Rules of Order

Honoraria

Honoraria will be provided to all non-executive members of the Committee, according to section 16.3

Meetings and Communication

Meetings shall generally be held in the TAPD-Local 610 Union Office, Somerville House Room 1313, and shall generally be scheduled for a period of an hour and a half. **If not deemed safe to meet in-person, meetings can take place virtually.** During the school year, the committee will meet once a month and at the discretion of the chair. Committee members are expected to attend all meetings. More than 3 absences shall be justification for dismissal from the committee at the discretion of the chair. The committee will communicate via email. If you wish to contact the committee, please reach us at healthandsafety.psic610@gmail.com.