

Health and Safety Committee Mandate

Table of Contents

- 1. Purpose.....3
- 2. Scope.....3
- 3. Composition, skills & competencies3
- 4. Frequency of meetings.....3
- 5. Quorum3
- 6. Role of the Committee Chair3
- 7. Responsibilities of the Health and Safety Committee.....4
 - 7.1. WSIB’s role in Ontario’s health and safety system..... 4
 - 7.2. WSIB’S programs and services to promote health and safety 4

1. Purpose

The purpose of the Health and Safety Committee (“the Committee”) is to assist the Workplace Safety and Insurance Board’s (WSIB) Board of Directors (the “BOD”) in providing strategic direction and oversight with respect to the WSIB’s mandate to promote health and safety and strategic goal to make Ontario the safest and healthiest place to work.

The WSIB is mandated to promote health and safety under the *Workplace Safety and Insurance Act, 1997* (WSIA). The WSIB also has a legislated obligation to support Ontario’s occupational health and safety system by providing funding to the Ministry of Labour (MOL) for enforcement and prevention activities with respect to the *Occupational Health and Safety Act* (OHSA).

2. Scope

This mandate describes the core functions of the Committee.

3. Composition, skills & competencies

- 3.1. The Committee will consist of a minimum of three members of the BOD. The Chair of the BOD is an ex officio member of the Committee.
- 3.2. Knowledge of and experience in measuring program/system effectiveness.
- 3.3. Knowledge of WSIB’s obligations under OHSA and mandate under the WSIA.

4. Frequency of meetings

The Committee will meet quarterly, and more frequently as circumstances dictate.

5. Quorum

The majority of members of the Committee shall constitute quorum for the transaction of business at a meeting, and a decision of the majority is the decision of the Committee.

6. Role of the Committee Chair

- 6.1. The Chair provides leadership and direction in carrying out the Committee’s responsibilities and duties. The Chair also fosters relationships among the Committee members and ensures that the Committee operates as a cohesive unit. The Chair encourages full participation, facilitates consensus, and ensures clarity. In addition, the Chair shall: Lead and manage the Committee to ensure its effectiveness.
- 6.2. Ensure that members of the Committee are acquainted with, and their knowledge of the WSIB is sufficient, to the extent needed and expected for them to perform their

duties.

- 6.3. Create the best possible working conditions for members of the Committee, individually and collectively.
- 6.4. Ensure that the expertise and skill of each member of the Committee is used in the best possible manner to benefit the WSIB.
- 6.5. Provide regular reports to the BOD on matters discussed at the Committee meetings.

7. Responsibilities of the Committee

The specific functions of the Committee are:

7.1. WSIB's role in Ontario's health and safety system

7.1.1. Provide advice on health and safety system priorities:

- 7.1.1.1. Share data/analytics and proactively identify injury/illness trends.
- 7.1.1.2. Collaborate on a system-wide strategy to address the identified injury/illness trend that includes the role of health and safety system partners.

7.1.2. Review annual Ontario Health and Safety Index:
Identify areas of focus based on results.

7.1.3. Identify opportunities for the WSIB to support/partner with the MOL / Chief Prevention Office (CPO to generate synergy in achieving the objectives of WSIA and OHSA. Provide feedback on MOL/CPO system priorities.

7.2. WSIB's programs and services to promote health and safety

7.2.1. Provide strategic direction on the WSIB's current health and safety programs and services:

- 7.2.1.1. Alignment with legislative obligations.
- 7.2.1.2. Support for the MOL's plans and priorities.

7.2.2. Recommend to the BOD changes to the WSIB's programs and services for promoting health and safety.

- 7.2.2.1. Based on evaluation of program effectiveness.
- 7.2.2.2. Consideration of input from stakeholders, specifically Ontario's occupational health and safety system partners.