



Nova Scotia Building Supply Sector Working Group Terms of Reference & Rules of Procedure

Last Updated March 2017

Vision:

Empowering all in our industry to create a culture of health, safety and well-being to eliminate harm to all employees.

Mission:

The Group will support the growth, development and implementation of RTW and OHS best practices into every aspect of operations and activities of building supply industry workers by working towards our vision.

Mandate:

To provide a provincial forum for Occupational Health and Safety leaders to collaborate on strategies and issues related to RTW and Occupational Health and Safety within the building supply sector and identify synergies and partnerships in an effort to build sustainable and safe work environments for all.

Confidentiality:

The Group will respect the sensitive and confidential nature of safety related discussions and recognize this group as a confidential and safe environment to share information in the spirit of improving the effectiveness of RTW and Occupational Health and Safety.

Membership:

Each company in the group represents one vote.

The Group shall consist of the RTW and OHS leads or their designate(s) from this industry. Members are encouraged to attend regularly scheduled meetings or designate an alternate when attendance is not possible. Ad-hoc members shall be included in meetings as the need arises determined by the Group.

Leadership:

The group chair shall be determined through a nomination and voting process and shall rotate into the co-chair position after a one year term. The first co-chair shall be determined by the same method and shall chair the meeting(s) in the absence of the Chair.

Facilitation and Resource:

At least one representative from the Workers Compensation Board of Nova Scotia and Department of Labour will attend as non-voting members of the Group to support the

initiatives and share information. WCB will take a lead in facilitating the meetings along with the Chair/Co-Chair.

Meeting Frequency:

The Group shall meet a minimum of two times per year unless special circumstances require more frequent meetings. A schedule of meetings for the year will be booked one year in advance.

Meeting Agenda & Minutes

- Minutes of each meeting will be recorded.
- The role of the recorder will be on the same rotating schedule as the Chair/Co-Chair.
- Recorded minutes will be forwarded to the Group and corrected if necessary within fourteen (14) days of the meeting.
- Agenda will be prepared by the Chair for each meeting in consultation with the Workers' Compensation Board representative.
- Agenda will be distributed to the Group members fourteen (14) days prior to each meeting.

Motions/Decision Making

Decisions will be made by consensus. If there is no consensus, a majority vote consisting of 50% + 1 of the working group membership may be called by the Chair.

Duties

The Chair & Co-Chair

- Two representatives of the Group shall serve as chair and co-chair each for a term of one (1) year.
- The Chair shall be nominated and elected by the voting group members.
- The Co-Chair will rotate into the Chair position after a one (1) year term.

The Chair:

- Presides over and conducts meetings.
- Calls special meetings.
- Arranges for meeting space.
- Ensures the Group functions in accordance with assigned responsibilities.
- Assigns tasks.
- Ensures OHS and WCB related information is communicated within the Group.
- Receives and responds to correspondence as appropriate.
- Reports on any correspondence.
- Group Member Absenteeism – upon regular absenteeism the Chair will advise the absent member of the need for the member's attendance which can be by teleconference or in person.

The Co-Chair

- In the absence of the Chair, performs the Chair functions.
- Assists the Chair as necessary.

The Recorder:

- Records, prepares and distributes the unapproved minutes of the meeting to the Group for review within 14 days of the meeting for which the minutes were recorded.
- Performs other related duties as assigned by the Chair.

The Members

- Members are expected to attend meetings (in person or by teleconference).
- Contact the Chair if unable to participate.
- Complete tasks as assigned.

Terms of Reference and Rules of Procedure Review and Amendments

The Groups' Terms of Reference and Rules of Procedure will be reviewed on an annual basis.

A request / notice to amend the Group's Terms of Reference and Rules of Procedure may be recognized by the Chair by a simple majority of the Group members attending the meeting at which the request / motion is put forward.

Such notice to amend request / motion will be identified in the agenda distributed to the Group prior to the meeting at which the discussion is to occur.

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Signature
Chair, Nova Scotia Building Supply Sector Working Group

Date