

HEALTHY WORKPLACE COMMITTEE - TERMS OF REFERENCE

Preamble

The Public Service Commission believes that organizational health, physical environment and individual health and lifestyle are important factors affecting the ability of all employees to contribute fully and positively to the Commission's mission. The Corporate Human Resource Plan refers to the goal of providing a safe and supportive workplace and Healthy Workplace is one of the strategies being implemented to achieve it.

A healthy workplace:

- uses as its framework the model developed by the National Quality Institute (NQI) in association with Health Canada
- consists of three inter-related elements
 - Workplace Culture and Supportive Environment
 - Health and Lifestyle Practices
 - Physical Environment and Occupational Health and Safety

Development of a healthy workplace is a shared responsibility of the Public Service Commission and its employees. A joint employee-management advisory committee is required to ensure that strategies and programs aimed at achieving Workplace Health represent the needs, interests and concerns of the employees and management.

Purpose

The Public Service Commission Healthy Workplace Committee is responsible for the creation of a Healthy Workplace Plan that reflects the Canadian Healthy Workplace Criteria and considers all three elements of a healthy workplace.

The mandate of the Committee includes:

- identifying the wellness and health issues that are important to employees
- identifying successful healthy workplace initiatives and programs that are suited to the employees of the Public Service Commission and the work environment
- planning, implementing and evaluating wellness initiatives that improve the health of employees and morale
- collaborating with the other individuals and groups that share a common interest in employee wellness such as JOH&S Committee, Social Committee, Communications, Appreciation/Recognition Committee and those tasked with the responsibility of following the Employee Survey Results
- encouraging employee participation in healthy workplace initiatives

Guiding Principles

The Healthy Workplace Committee has adopted the Workplace Health Shared Values developed by the Industrial Accident Prevention Association. (Appendix A attached)

Composition: The Healthy Workplace Committee will be comprised of voluntary members representing management and employee groups from different floors and Divisions across the Commission. At least one member of the JOH&S Committee, Communication Committee, Social Committee and Employee Survey Committee will be represented on the Healthy Workplace Committee.

Frequency of Meetings:

The Committee will meet regularly until the Plan is developed and monthly afterwards. Minutes will be taken at each meeting and distributed to Committee members and all staff at the Public Service Commission.

Term of Membership:

Terms of membership may be for two years, renewable for additional terms.

Quorum:

A Quorum is 50% of membership plus one.

Decision Making Mechanism:

Decisions of the Healthy Workplace Committee will be made through consensus agreement.

Reporting Mechanism:

The Healthy Workplace Committee will report to the Senior Management Team.

Roles and Responsibilities

Chairperson(s)

The Chairperson is responsible to:

- Preside over all regular and special meetings
- Prepare and present reports, with members, to Senior Management Team
- Set agenda, location and meeting dates with guidance from HWP Committee members.
- Champion a healthy workplace
- Model workplace health shared team values
- Ensure the Committee's Terms of Reference are reviewed by the Committee annually.

Members

Members are responsible to:

- Attend meetings and be prepared to discuss the items on the agenda
- Represent the views of his/her constituency
- Share with his/her constituency the proceedings of meetings.
- Participate in ad hoc groups or teams when specific tasks are required.
- Champion a healthy workplace

- Model workplace health shared team values

Appendix A

Canadian Healthy Workplace Criteria

Healthy Workplace Plan

Healthy Workplace Committee Shared Values