

Healthy Workplace Advisory Committee: Terms of Reference



success through
people

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Background:

Nova Scotia's Corporate Human Resource Plan is based on input from citizens and public servants and provides the strategic direction for human resource planning from 2005 to 2010. The Mission stated in the Plan is "To provide the leadership and programs which assure Nova Scotians of a skilled, service oriented, diverse and accountable Nova Scotian public service." The Plan has been broken down into five key and interrelated goals.

Goal 3 states that employees of the Government of Nova Scotia must be assured a safe and supportive workplace if they are to live up to their full potential and respond most effectively to their respective public service roles. A Healthy Workplace Program is part of the strategy for achieving this goal and involves creating a positive and supportive work environment and culture that requires commitment from everyone involved. Employees must take care of their own health, managers have to lead by example and elected officials need to show support for a healthy work environment within the public service.

The National Quality Institute's Canadian Healthy Workplace Criteria provides a broad-based approach to health and wellness issues in the workplace. It focuses on three inter-related elements: individual health practices, psycho- social work environment and physical work environment. It has been selected as the strategic model to assist Departments in setting goals and managing their wellness programs. The National Quality Institute's Healthy Workplace Progressive Excellence Program (PEP) provides an implementation "roadmap" for the Canadian Healthy Workplace Criteria. It consists of four levels of certification and recognition. The Government of Nova Scotia will achieve at a minimum, Level One, a commitment to the development of a Healthy Workplace. Individual Departments may achieve levels beyond Level One. In order to achieve this objective, it will be essential that Departments, Agencies, Boards and Commissions collaborate to build on past and current wellness initiatives, best practices and lessons learned and foster a sense of Corporate ownership and accountability.

The Healthy Workplace Advisory Committee was formed in May 2005 through attendance at the NQI PEP Healthy Workplace Implementation Workshop, with support and recognition by the Commissioner, Public Service Commission and Department Deputies. The purpose of the Healthy Workplace Advisory Committee is to guide the development of a Healthy Workplace Initiative that supports the Public Service Commission's strategy to create a competitive advantage through engaged employees and be recognized both internally and externally as a preferred employer.

The Healthy Workplace Advisory Committee, through adopting the NQI PEP Healthy Workplace Criteria and engaging employees in the process, will steer an initiative that responds to employee's needs, promotes healthy attitudes, creates a healthy work environment and improves the overall well-being of employees within and outside the workplace. The goal is to assure long range planning, sharing resources, open communication and timely evaluation of a continuous improvement process that develops and sustains a safe and healthy workplace for the employees of the public service of Nova Scotia.

1. Membership

The Healthy Workplace Advisory Committees will be comprised of voluntary representatives from government Departments, Agencies, Boards and Commissions, as well as several employees of the Public Service Commission, all of whom demonstrate commitment to a healthy workplace. Committee composition will strive for diversity with varied representation from employees, in terms of management and union, gender, cultural, personal and professional experiences.

2. Relationship to the Public Service Commission

The Healthy Workplace Advisory Committee reports to the Commissioner of the Public Service Commission. Meetings will be supported by the Coordinator of Healthy Workplace Programs and others employees from the Strategic Support Services Section.

3. Functions of the Healthy Workplace Advisory Committee

The Committee will provide advice and guidance to the Government of Nova Scotia through the Public Service Commission, as it develops policies, programs and tools which help move the public service towards a philosophy of health promotion and a healthy workplace culture. The Committee will assist in the development of an effective communications strategy and plan for roll-out of healthy workplace programs. The Committee will champion healthy workplace programming and in the short term will lead and support the Government of Nova Scotia in attaining Level 1 of the NQI-PEP certification process. Over the long term, the Committee will support Departments, Agencies, Boards and Commissions as they implement healthy workplace programming, monitor progress and make recommendations for sustainability for the government wide Healthy Workplace initiative.

4. Duties of Advisory Committee Members

Each member shall:

- be an active participant of the Advisory Committee, including providing advice, expertise and guidance for the development of the healthy workplace initiative and for the continuous improvement process.
- model healthy workplace committee shared team values.
- review draft policies, tools, and resources which support the corporate healthy workplace initiative.
- strengthen organizational commitment by acting as champions for healthy workplace in their respective Departments, Agencies, Boards or Commissions.
- assist in facilitating healthy workplace communication strategies and plans.
- share information on healthy workplace or wellness initiatives which are complementary to the Healthy Workplace initiative.
- receive and share feedback from local Healthy Workplace Committees

5. Selection and Terms of Members

Members will have terms of two years but may serve longer with the approval of their respective Departments, Agencies, Boards or Commissions. Members are nominated by Senior Management. Members who participate on the Advisory Committee do so as part of their regular position duties and are supported by their employers to sit on the Committee.

6. Selection and Duties of Co-Chairs

The Advisory Committee shall select from among its members a person to act as Co-Chair with the Coordinator of Healthy Workplace Programs. Shared leadership of the Advisory Committee will reflect the collaboration and team effort of the Public Service Commission and the Departments, Agencies, Boards and Commissions towards the development of the healthy workplace initiative on behalf of all employees of the public service.

The Co-Chair shall share responsibilities for the effective functioning of the Advisory Committee and carrying out its functions. The Co-Chair selected by the membership will rotate on an annual basis.

The Co-Chairs shall:

- arrange for a suitable meeting place and notify the members of the location, date and time of meetings;
- develop the agenda for the Advisory Committee meetings and ensure the agenda is provided to members prior to the meeting;
- preside over meetings of the Advisory Committee and ensure they are conducted in a democratic and orderly manner; and in congruence with the Advisory Committee's Shared Team Values and Terms of Reference.
- review the minutes of meetings and ensure that they are distributed to members; to all persons mentioned in the minutes and the Commissioner, Public Service Commission.
- ensure the Advisory Committee's Terms of Reference are reviewed by the Committee annually.

7. Selection and Duties of the Secretary/Recorder

Where possible, a Secretary/Recorder will be provided by the Public Service Commission. This person will be a non-voting member of the Advisory Committee.

Where a Secretary/Recorder is not provided the Advisory Committee shall select from among its members a person to act as Secretary/Recorder.

The Secretary/Recorder shall:

- record and prepare the draft minutes of meetings for review by the Co-Chairs;
- arrange for the safe keeping of Advisory Committee records; and
- arrange for the distribution of the minutes of meetings.

8. Meetings

Monthly meetings shall be scheduled on a date and time set by the Advisory Committee at each meeting.

Special meetings may be scheduled as required to deal effectively with issues as they arise. Sub-Committees or working groups will be established as required.

9. Records

The Advisory Committee shall keep a full record of its activities, including preparation and maintenance of the following records:

- Fact Sheets on Advisory Committee Members, Chairs, and Secretary/Recorders;
- Agendas;
- Minutes;
- correspondence
- NQI documents and resources
- others as determined

Records will be maintained for five years.

Appendix A

Healthy Workplace Program

A comprehensive corporate healthy workplace program focuses on three elements: individual health and lifestyle practices, workplace culture and supportive environment and physical environment and occupational health and safety.

Healthy Workplace Progressive Excellence Program (PEP)

The National Quality Institute's Healthy Workplace Progressive Excellence Program (PEP) provides an implementation "roadmap" for the Canadian Healthy Workplace Criteria. It consists of four levels of certification and recognition including Level One - commitment, Level Two - planning, Level Three - implementation and Level Four - sustainability.

Healthy Workplace Committee Shared Values

A list of guiding principles originally developed by the Industrial Accident Prevention Association and adopted for use by the Advisory Committee.