



## Terms of reference

All groups need terms of reference. The terms provide a framework about who's part of the group, what they are supposed to do, how they may do their work, etc. Section 3.6 of the *Workplace Safety and Health Regulation* says the committee must have "written rules of procedure". It also lists things that must be included in the "rules". These are really terms of reference.

Terms of reference should include:

1. The name of the safety and health committee
2. Constituency - scope of representation (e.g. is it for one workplace or is it for a building or department)
3. A statement of the committee's purpose
4. Duties and functions (review *Responsibilities of workplace safety and health committees in Manitoba* - L.3)
5. Meetings - frequency, special meetings, quorum, committee procedures
6. Co-chairs
7. Terms of office
8. Recommendations - guidelines (Review the law.)
9. Assistance in resolving disagreements
10. Amendments

