

Transportation Safety Group Advisory Committee

Terms of Reference

Introduction and Overview

The purpose of the Transportation Safety Group Advisory Committee is to provide the Transportation Health and Safety Association, the sponsor for the WSIB Safety Group, Transportation Sector, with recommendations, advice and solutions on behalf of the Safety Group participants. The Transportation Safety Group Advisory Committee will act as a mentor to those companies requesting assistance while maintaining an advisory role to the sponsor on behalf of all participating companies.

The committee will encompass all Transportation Safety Group activity including but not limited to:

- ❖ Mentoring and Guidance to participating companies;
- ❖ Monitoring group compliance to WSIB Safety Group requirements;
- ❖ Support of THSAO in the administration of the program

The committee may be asked for input from internal and external resources for a variety of reasons and must be willing to disperse information accordingly.

Membership

Transportation Safety Group Advisory Committee membership shall consist of volunteers from among participating Transportation Safety Group companies as well as representatives from the THSAO (the sponsor.)

The committee will maintain a maximum number of 10 representatives, including those members assigned by the sponsor. The committee will represent the participating companies.

A member's *term of office* will correlate directly with his/her company's length of participation in the Safety Group program. Should a committee member's company cease participation in the Safety Group Program, or should a member leave for any other reason, additional members may be requested from participating companies at the next THSAO sponsored Safety Group seminars.

Meetings

Transportation Safety Group Advisory Committee meetings may be held in conjunction with the Transportation Safety Group seminars held monthly. In this case, the meeting will be held immediately after the seminar.

Special or emergency meetings may be held at the call of the chair if warranted. Committee members will be advised of any special or emergency meetings by way of email.

Committee members will receive no remuneration of any kind for participation on the committee however, based on WSIB Safety Group requirements, once the mandatory three Transportation Safety Group Seminar requirement has been met, committee members will not be required to pay for attendance at further seminars.

Quorum must be achieved at all meetings. This may be achieved when the majority of members are present, of which at least one member of the sponsor is present.

Each representative will be allowed the opportunity to offer commentary. In order to achieve this the chair may designate a set allotment of time in which a member will be allowed to present his/her commentary. This time allotment shall be the same for each member.

Documentation and Record Keeping

Agendas

Agendas will be provided for each meeting by the chairperson based on previous minutes, outstanding issues, and concerns raised by participating company representatives or Transportation Safety Group Advisory Committee members. It is recommended that the agenda is distributed the week prior to the meeting.

Minutes

The secretary will record minutes of the meeting. Minutes will be provided to the chairperson and the Vice President of the THSAO for review and approval prior to distribution. Minutes will be made available to any member of a participating Safety Group company, the sponsor or the WSIB as requested.

Distribution of Information/Confidentiality

All information provided by the committee is considered available to any member of a participating Safety Group company. Therefore, all documents being distributed must not contain the names of any company personnel or confidential company specific information.

Issues and Decisions

The Transportation Safety Group Advisory Committee will be responsible for monitoring compliance of WSIB Safety Group requirements and must review all instances where a participating company has failed to meet these requirements. The committee must determine, in each case, if the company has made all reasonable efforts to maintain program requirements using sponsor and WSIB approved standards. Committee members will be presented with information provided by the required Progress Reports as well as Year End Achievement Report to make these determinations.

Where in the decision of the Committee a company has not met the requirements, the company will be advised by the sponsor in writing and will face removal from the program for non-compliance.

All decisions and recommendations will be made by way of *consensual process* on behalf of the committee as a whole. Where a dispute arises, the majority of members will form the consensus. Each representative will be allowed the opportunity to offer commentary and must present his / her commentary before the committee in the time allocated to him/her.

Recommendations, decisions and direction will be documented by the secretary at the time of the meeting and forwarded to the sponsor for distribution to the responsible party for resolution and / or follow up.

Appeals

All decisions made by the committee regarding company compliance to program requirements may be appealed by the individual(s) in question, in writing, within 30 days of receiving the committee's decision. All appeals must be forwarded to the sponsor.

Once an individual(s) has presented his/her basis for appeal to the sponsor, the committee will review the decision. The decision of the committee upon hearing the appeal will be final and binding.

Outside resources may be utilised where deemed necessary to ensure that all pertinent information is brought forth in the appeal process.

WSIB Safety Group Requirements

1. Employers must submit their application form to the sponsor by December 31, for the following year.
2. Applicants to the Safety Group Program must participate for at least one calendar year.
3. Employers applying to participate in the Safety Group Program must be a schedule 1 employer with the WSIB and be in good standing.
4. Employers can participate in only one Safety Group at a time and only one WSIB Prevention Program (i.e. Safety Groups Program or Safe Communities Incentive Program) at a time.
5. Employers participating in the Safety Group Program are required to complete at least 5 elements from the Achievement List as set out in the "Safety Group Program Guidelines".
6. Employers must complete a baseline assessment of their workplace to identify their current prevention programs strengths and weaknesses. They will use this information to select their Achievement List Elements.
7. Employers must participate in a workplace assessment at the end of the year. This assessment can act as a baseline assessment for the next year in the program.
8. Employers must appoint and maintain a Safety Group Coordinator to fulfill the administrative activities required as a participant in the Safety Group Program.
9. Employers must attend and participate in at least three Safety Group meetings/workshops per year as organized by the Safety Group Sponsor.
10. Employers must participate in networking activities with other group members.
11. If asked, Employers must cooperate with WSIB spot-checks as part of the evaluation process.
12. Employers must maintain regular contact with their Safety Group Sponsor.
13. Employers and their employees may be asked to participate in questionnaires, surveys or interviews as part of the program evaluation of the Safety Group Program.

