



# Health & Safety Committee Mandate

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August 2016

The Component Health and Safety Chairperson will have the following functions, duties and responsibilities as identified in this mandate.

## **I. General Duties and Responsibilities**

All Component H&S committee members as applicable) shall:

1. Work to ensure that all health and safety issues affecting members are addressed using all available legislation and resources such as but not limited to Part II of the Canada Labour Code; the Aviation Occupational Safety and Health (AOSH) Regulations; the Canadian Occupational Safety and Health (COSH) Regulations; the Canadian Aviation Regulations (CARs) and the Aeronautics Act and, if necessary, filing complaints or making representations to Transport Canada, Human Resources and Social Development Canada, or other appropriate government agencies as required.
2. Work to ensure that all legislative requirements contained in Part II of the Canada Labour Code, AOSH and COSH regulations, as well as other relevant aviation legislation related to flight attendants such as the CARs, are upheld and implemented by the employer.
3. Uphold and promote all health and safety policies of the AC Component and CUPE.
4. Promote, wherever possible, the Union policy throughout the Committees of a minimum of two CUPE representatives whenever meeting with the employer on official union health and safety business.
5. Work with other CUPE committees as necessary, as per the direction of the Chairperson in order to ensure work on common projects is coordinated and that a professional and consistent message is achieved.

The Component Health and Safety Chairperson shall:

6. Co-ordinate amongst CUPE H&S representatives in order to promote and achieve common health and safety objectives.
7. Assist Local Workplace OHS Committee CUPE Co-Chairpersons and Committee members as needed, including the provision of assistance to file any necessary complaints and representations to the employer and government.
8. Ensure that all committee members are fully knowledgeable and have received adequate training in all aspects of health and safety through labour-oriented courses. Training will be made available through the Component Chairperson using qualified

instructors. An effort will be made to include a training element to every Component OHS quarterly meeting.

9. Work with CUPE National and other unions/organizations as required to fulfill health and safety objectives.
10. Ensure that the calendars of the Chairperson and Vice-Chairpersons are coordinated using a system agreed-upon by the committee.
11. Perform other duties related to health and safety as assigned from time to time by the Component President or the ACCEX, as long as they do not overstep the joint work mandated by the Code on the joint committees, or create any other conflict of interest as identified by the chairperson.
12. Work in conjunction with other Component committees when relevant in order to coordinate work on common projects and ensure a professional and consistent message (i.e.: uniform, luggage, hotels etc...)

## **II. Component Health and Safety Chairperson**

### **A. Component Health and Safety Committee**

The Component Health and Safety Chairperson shall:

13. Chair all quarterly meetings of the Air Canada Component (ACC) Health and Safety Committee.
14. Ensure that the quarterly meeting is adequately summarized in the ACCEX report immediately following, with particular attention made to include any committee proposals for ACCEX or the Component executive that result.
15. On behalf of the Component Health and Safety Committee, report to the Component President at least once a month verbally or in writing, and report to the quarterly ACCEX meetings in person as much as possible or, if not, in writing.
16. On behalf of the Component Health and Safety Committee, prepare a request for budget, outlining anticipated committee expenses for the following year. This is to be submitted to the AC Component Secretary-Treasurer for approval by the ACCEX.
17. Take such action as directed by the AC Component Officers to manage to the approved Committee budget in accordance with the Component Bylaws as applicable.

### **B. AC In-Flight Services (IFS) Policy Committee**

The Component Health & Safety Chairperson shall:

18. Be the Union's appointed Co-Chair of the AC IFS Policy committee.
19. Participate to the full extent required as Union Co-Chairperson of the AC IFS Policy Committee at quarterly meetings in accordance with section 134.1(7) of Part II of the Canada Labour Code and as otherwise scheduled, such as emergency meetings to

address urgent health and safety matters, follow up, continuation and consultative meetings with the employer, etc.

20. Endeavour to develop, maintain and co-sign AC IFS Policy Committee Terms of Reference according to section 135.1(14) of Part II of the Canada Labour Code.
21. Ensure that there are 5 members representing the employee group at each AC IFS Policy Committee quarterly meeting, including the WPC co-chairperson of each base.
22. Ensure quorum is achieved for the Union according to the AC IFS Policy Committee Terms of Reference and Code, and that the Company does not outnumber the Union members at any official AC IFS Policy Committee meeting.
23. Ensure that AC IFS Policy Committee minutes are posted at each Local and on OSHweb, or other suitable method, with a copy to the Component President, and are translated by the employer into French for the Montreal IFS base.

**C. Co-Ordination of Local Workplace OHS Committees**

The Component Health and Safety Chairperson shall:

24. Endeavour to assist the CUPE local co-chairpersons with the development and co-ordination of Terms of Reference for use by their committees as requested. He/she may also provide assistance/guidance to locals when developing or revising their committee mandates if such assistance is requested.
25. Provide assistance and advice to local co-chairpersons with the goal that all workplace injuries, accidents and diseases are investigated with participation of the Local Workplace OHS Committees and that written recommendations, if appropriate, are put forth to Company management. The Component Chairperson will also work closely with the Local Workplace OHS Chairpersons to ensure that recommendations that may affect all of the membership are co-ordinated to the greatest extent possible between the Union members of the Committees.
26. Work closely with the Local Workplace OHS Chairpersons to ensure that all records regarding injuries, accidents and disease are received from Company management personnel.
27. Ensure the sharing of health and safety information and Local/system issues between the Locals and the Component via OSHweb and/or other means, as required, such as quarterly meetings, regular conference calls, electronic mail, etc.
28. Promote the recording of all injuries, accidents and disease by the Local Workplace OHS Chairpersons. All Component and Local Health and Safety data shall be kept and maintained in the OSHweb database and/or another suitably accessible system. The Union policy is to keep accurate records for ten (10) years. After five (5) years, a digital copy of files may be retained in lieu of physical documents.
29. Work with the Local Workplace OHS Chairpersons to ensure that the members understand the importance of copying CUPE Health and Safety on all documentations such as, but not limited to, ACF32-8, ACF34-C, ACF34-D, ACF32-4 and OBRs, AQD reports, or equivalent.

#### **D. Membership Communication**

The Component Health and Safety Chairperson shall:

30. Publish bulletins to address urgent issues when needed and the quarterly In-Touch Bulletin (*français*: Le Lien).
31. Work closely with Local Chairpersons to enhance the knowledge and awareness of health and safety within the membership by developing special education/ awareness programs, and soliciting advice and comments when drafting bulletins.

#### **III. Component Health and Safety Vice-Chairpersons**

Two Vice-Chairpersons, may be appointed by the Component President in consultation with the Committee Chairperson, will support the Component Health and Safety Chairperson and shall be members of the AC Component Health and Safety Committee. These two individuals may be part of existing CUPE OHS committees, but should not be co-chairs of those committees so as not to create a conflict of interest.

The Component Health and Safety Vice-Chairpersons shall:

32. Assist the Component Health and Safety Chairperson in his/her duties.
33. Perform such duties as may be assigned by the Component Health and Safety Chairperson.
34. Shall liaise, co-ordinate with and support the Local Workplace OHS Committees in their assigned regions.
35. Draft membership bulletins, if required, for submission to the Component Health and Safety Chairperson for final approval prior to distribution.
36. Report on the administration of their duties as directed by the Component President and Component Health and Safety Chairperson.

#### **Special Assignments:**

As Special Assignment is defined as quasi management in the Collective Agreement, any member who is on a Special Assignment shall continue to pay dues and be eligible for voting but must resign from any CUPE position and shall not be eligible for nomination or appointment to any office or Committee in the Union. He/she shall not be eligible to attend meetings of the Union except with the approval of a majority of the members at such meetings.

#### **Level of work:**

A certain amount of volunteerism is involved, as with any position in the union, and the health and safety chairperson role will require a great deal of flexibility in terms of work schedule at times.

But it is understood that members have suffered burnout in the past, resulting in major disruption to both their personal lives as well as committee functions, to the detriment of all. It is understood that the chairperson and vice-chairpersons shall work the number of hours prescribed in the H&S MOA, be it on full-time or ad-hoc release. If additional help is required, it shall be discussed with the component President (or delegate), who will make the decision whether or not to approve any additional releases in order to ensure the mandate is fulfilled.