

YWCHSB Prevention and Safety Advisory Group Terms of Reference

Establishment of the Prevention and Safety Advisory Group

The Prevention and Safety Advisory Group is an ad hoc committee consisting of members of the Board of Directors, the President/CEO, the Director of OHS and volunteer representatives from the employer and worker community. Staff will attend as appropriate.

By focusing its efforts on prevention and safety, the Yukon Workers' Compensation Health and Safety Board (YWCHSB) is committed to forming partnerships and working together to reduce the number of workplaces injuries.

Employer and worker associations are invited by the Board of Directors to participate on the Prevention and Safety Advisory Group. Wherever possible, the staff person from the association or the person responsible for managing safety in their member association should be the Prevention and Safety Advisory Group participant.

The Prevention and Safety Advisory Group will be scheduled to meet quarterly, or more often if required, at the request of the Board Chair.

Role and Mandate of the Prevention and Safety Advisory Group

The Prevention and Safety Advisory Group provides a source of information and perspectives on safety and prevention issues. The Board works within the requirements of the *Workers' Compensation Act* and the *Occupational Health and Safety Act*, when considering the group's views, analysis, ideas or recommendations on issues.

Generally, Prevention and Safety Advisory Group participants are intended to:

- act as ambassadors for prevention and safety in our communities;
- review the Prevention Strategy and make recommendations for amendments as appropriate;
- provide assistance to their association on accessing the Prevention Fund;
- monitor and evaluate prevention marketing efforts; and
- review and provide consultation input into OHS and prevention policies and programs.

Specifically, the Prevention and Safety Advisory Group is mandated to:

- raise safety and prevention related issues for the Board's consideration, by providing points of view, analysis, ideas and recommendations, as appropriate; and
- respond to/review safety and prevention related issues at the Board's request, by providing points of view, analysis, ideas and recommendations, as appropriate.

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Board Relationship to the Prevention and Safety Advisory Group

The Chair, one Board member representative of employers, and one Board member representative of workers will attend Prevention and Safety Advisory Group meetings to:

- receive information from the group;
- provide background on the issues the group is considering;
- provide feedback on previous issues and ideas sent to the Board for consideration;
- raise issues for the group's consideration; and/or
- carry issues raised by the group to Board meetings.

The Board has a duty to respond to the Prevention and Safety Advisory Group's recommendations by providing detailed reporting to the group on the action taken on all recommendations at each Prevention and Safety Advisory Group meeting.

Structure of Meetings

Prevention and Safety Advisory Group meetings are usually scheduled from 12:00 p.m. – 1:30 p.m. Lunch will be provided.

Administrative Support

The President/CEO of YWCHSB will designate an employee(s) of the organization to provide administrative support to the Prevention and Safety Advisory Group including recording summary notes at meetings and distributing meeting packages.