



HEALTHY WORKPLACE COMMITTEE TERMS OF REFERENCE

Preamble

The Hamilton Wentworth District School Board believes that both organizational and individual health are important factors affecting the ability of all employees to attend work and to fully contribute to the Board's mission. To that end, the Board has developed the Care and Support of Employees Program (CASE).

A healthy workplace:

- is one of the fundamental elements of CASE
- uses as its framework the model developed by the National Quality Institute (NQI) in association with Health Canada
- a Healthy Workplace consists of 3 inter-related elements:
 - ❖ Physical environment
 - ❖ Social environment
 - ❖ Health practices

Development of a healthy workplace is a shared responsibility of the Board and its employees. A joint union-management advisory committee, therefore, is required to ensure that strategies and programs aimed at achieving Workplace Health represent the needs and the concerns of the employee and the management community.

Purpose

The Hamilton-Wentworth District School Board Healthy Workplace Committee is responsible for the creation of a Healthy Workplace System Improvement Plan that reflects the *Canadian Healthy Workplace Criteria* (NQI and Health Canada) and considers the key elements of a healthy workplace: the physical environment, health practices, and the social environment & personal resources. The mandate of the Committee includes:

- communicating with, and sharing feedback, from representative stakeholder groups
- identifying the wellness and health issues that are important to employees
- determining relevant healthy workplace goals, objectives, and priorities
- identifying successful healthy workplace initiatives and programs (both internal and external)
- determining relevant strategies based upon goals, objectives, priorities, and best practice
- assessing the Board's wellness and health programs and resources available to staff
- encourage employee participation in healthy workplace initiatives

This annual plan, with recommendations will be forwarded to Executive Council for feedback, approval, and implementation.

Membership

The Workplace Wellness Committee will be comprised of representation from HWDSB management, administrators, unions and non-union personnel.

Membership on the Committee is based on a willingness and commitment to assist the HWDSB and its employees in achieving both organizational and individual health.

Resources and Support

Human Resources will provide leadership and resources needed to support the Committee.

Roles and Responsibilities

1. Chairperson

The Chairperson is responsible to:

- Champion a healthy workplace
- Set the agenda
- Facilitate productive meetings

2. Members

Members are required to:

- Champion a healthy workplace
- Attend meetings and be prepared to discuss the items listed on the agenda
- Represent the views of his/her constituency
- Share with his/her constituency the proceedings of the Healthy Workplace Committee meetings

Meetings

The Committee will meet monthly until the strategic plan is established and quarterly afterwards.

Minutes of meetings will be taken to keep a record of the Committee's progress. These will be distributed as per the communication plan.