



Sample Workplace Health Committee Terms of Reference

Purpose

To develop, implement, evaluate, and sustain a balanced workplace health program that supports employee health.

Membership

The Committee will consist of not more than ten members and will include representatives from: management, unions/employee associations, employees, health and safety staff, and administrative support. Committee membership will be reviewed on an annual basis.

Chair

The Chair of the Workplace Health Committee will be determined through an annual nomination process. The Chair will be responsible for: drafting the agenda for meetings; ensuring minutes are recorded; ensuring that everyone has an opportunity to speak and be heard at meetings; guiding individual committee members to work toward a common goal; and resolving conflict and misunderstandings that pertain to the wellness program.

Meetings

Meetings will be held on the third Wednesday of each month or at the call of the Chair. There will be a minimum of nine meetings per year.

A recorder will be determined at the beginning of each meeting and they will be responsible for recording and distributing the minutes for that meeting.

A quorum of fifty percent plus one must be met in order to proceed with the meeting.

When making decisions, the Workplace Health Committee will strive for consensus. Consensus is defined as being able to live with, accept, and support a decision, when there is not total agreement.

Communication

Develop a strategy for communicating by answering the following questions:

- How will committee members be informed of upcoming meetings?
- How will members find out what happened at previous meetings?
- Who will take the meeting minutes? Who will get a copy? How and when will minutes be distributed?
- How often does the committee report to management?
- By what method(s) should management receive updates?
- Which members of management should be receiving updates?

How will feedback from management be reported back to the committee?

The following shared team values will be in force at all meetings of the Workplace Health Committee:

1. We are all equal partners – there is shared responsibility for team process and outcome among all members.
2. We will respect the opinions of all members and treat each other with respect (no insults, personal attacks, etc.).
3. Members will avoid dominating the discussion during the meeting – let everyone contribute.
4. Members will keep an open mind to new and different ideas.
5. Members will avoid being judgmental about the health or health practices of others.

6. Members will commit to following through with what they say they will do (e.g. attending meetings, being on time, completing tasks assigned.)
7. Members will respect the confidentiality of all discussions in the meetings.
8. Members value honesty, trust, and cooperation among team members and treat each other accordingly.
9. Members will recognize and deal with conflict openly and constructively.
10. Members will regard setbacks as part of the process – take a positive approach.
11. Members will fully represent their work groups and foster two-way communication.
12. Members will use open and honest communication with each other at all times.
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