

TERMS OF REFERENCE Policy and Practice Consultative Committee

1. MEMBERSHIP

The membership of WorkSafeBC's Policy and Practice Consultative Committee (Committee) consists of:

Co-chairs

- Vice-President, WorkSafeBC Policy and Research Division
- Vice-President, WorkSafeBC Worker and Employer Services Division

Members

- Executive Director, Employers' Advisers Office, Ministry of Labour
- Executive Director, Workers' Advisers Office, Ministry of Labour
- Four representatives from the worker community, plus two alternates
- Four representatives from the employer community, plus two alternates

The worker and employer representatives are nominated by their respective communities, and are appointed by the co-chairs. The alternate representatives will attend meetings if regular representatives are absent. Each community may also invite guests who have expertise in a subject matter under discussion. Members will give prior notice to the Committee if a guest is invited to attend a meeting.

2. ROLES AND FUNCTIONS

a. Provide Input and Advice

The Committee members will provide input and advice to WorkSafeBC regarding:

- ***Stakeholder consultation processes*** – The Committee members will provide input and advice on the scope and method of public consultation on issues that have a significant impact on stakeholder communities. This includes policy and regulatory matters and their interpretation through practice directives or guidelines, and major program initiatives.
- ***Stakeholder perspectives on priority issues*** – The Committee members will provide feedback on WorkSafeBC's strategic, policy and regulatory priorities from the perspective of their communities.

- **Housekeeping items** – The Committee members will provide direct feedback on options or proposals for resolving issues that do not require wider consultation (e.g. housekeeping policy changes).

b. Identify Stakeholder Issues

Committee members will identify and bring forward any significant policy, regulatory, practice and program issues identified within their communities.

c. Receive Updates on Key Initiatives

On behalf of their communities, Committee members will receive updates on key operational initiatives where the initiatives have broader policy, regulatory, practice or program implications.

d. Share Relevant Information

The Committee members will share relevant information and updates with their respective communities in keeping with their roles as community representatives.

3. MEETINGS

Committee meetings will be held monthly, unless otherwise decided by the co-chairs. The members will play an active role in supporting the co-chairs to set the agenda and dates for each meeting.

The Committee may also hold annual special meetings, as required, with WorkSafeBC's Senior Executive Committee to receive critical briefings and provide stakeholder perspectives on key strategic issues. These special meetings will take place at the call of the co-chairs, in consultation with WorkSafeBC's President/CEO.

4. ACCOUNTABILITY

The Committee's role and functions are advisory in nature, as described above. The Committee co-chairs and members are accountable for carrying out these roles and functions.

In keeping with legislative requirements, accountability for policy and regulation development and decision making remains with WorkSafeBC. Accountability for practice and program development and implementation remains at all times with the responsible Vice-President.

At no time will the Committee deal with individual worker or employer issues, or with matters that are primarily of an operational nature, or impede management's right to manage its employees and its operations or to provide general or specific direction to staff.

5. COMMITTEE RESOURCES

WorkSafeBC will provide resources to support the Committee's effective execution of its role and functions, including staff resources to support the Committee's processes, timely information and briefings, and materials to enable information sharing with stakeholder communities.

6. REVIEW AND CONTINUANCE

The co-chairs will periodically consult with the members and their communities about the Committee terms of reference, and make any necessary amendments to these terms of reference.