

Psychological Health & Safety Taskforce

Terms of Reference

1. Purpose

The Psychological Health and Safety (PHS) Taskforce exists to advise and assist in the identification, development and implementation of mechanisms to ensure the protection of psychological safety and the promotion of psychological health for all Algonquin College staff. The PHS Taskforce will engage in this work with the desired outcome of preserving every employee's right to work in an environment that affords them the opportunity to be their healthiest self at work.

2. Mandate

With an initial 3-year mandate, the PHS Taskforce will use the National Standard for Psychological Health and Safety in the Workplace (CSA-Z1003) as a guide to implementing a continuous quality improvement process that identifies and addresses psychosocial risk in the workplace.

Success will be viewed as making measurable improvement and reducing risk related to at least three (3) identified psychosocial risk factors.

To accomplish this mandate, the PHS Taskforce will undertake activities including:

- a. Communicating Algonquin College's clear commitment to psychological health and safety.
- b. Educating the Algonquin College community about psychological health and safety as well as individuals' roles in building a psychologically healthy workplace.
- c. Informing and monitoring the development of a psychological health and safety management system.
- d. Collecting and analyzing data to assess the current state of psychological health and safety and to track improvement over time.
- e. Identifying and representing the diverse needs of the workforce, including role-specific hazards and interventions.
- f. Identifying ways to support psychological health and safety through recommendation of systematic changes to policies, procedures, and practices.
- g. Supporting the implementation and evaluation of initiatives aimed at reducing the impact of psychological health risks in the workplace.

3. Membership

Membership of the PHS Taskforce is to include no more than 15 members. To ensure all worker needs are represented, appointments will ensure that the committee is comprised of members that represent the full breadth of workers at Algonquin College.

It is required that there will be adequate representation from:

- a. the general membership of each of the unions representing members of the Algonquin College workforce;
- b. health and safety representatives from each union representing members of the Algonquin College workforce;
- c. human resources and occupational health and safety departments;
- d. the Diversity and Inclusion Circle;
- e. staff member(s) with knowledge of Indigenous concepts of health and wellbeing; and
- f. each of the College campuses.

Each union group will appoint their own member and a health and safety representative to sit on the Taskforce. All other members will be appointed by the VP, Human Resources in collaboration with the VP Finance and Administration (co-sponsors), based on their role or subject matter expertise.

The term of members will be for a 3-year appointment, with the opportunity to be-reappointed at the direction of the co-sponsors or respective union group.

4. Duration

The current taskforce is stood for a 3 year timeframe, at which point the work will be assessed by the co-sponsors for continuation, or absorption into another permanent committee.

5. Executive Sponsorship

The PHS Taskforce will be co-sponsored by the executive leaders in both the Human Resources and Finance and Administration departments. Human Resources will be responsible reporting department and providing updates to ACET.

6. Leadership

- a. The PHS Taskforce shall have one pair of co-chairs appointed by the co-sponsors, with a maximum one chair being renewed on a biennial basis. Identification of the co-chair to be renewed will be through consensus of the Taskforce.
- b. The duties of the co-chairs include:
 - i. Scheduling and opening meetings; ensuring agendas, minutes and supporting documents are distributed in advance of each meeting.
 - ii. Ensuring meeting objectives are aligned with and contributing to the committee's identified priorities and work plan.
 - iii. Reporting on Taskforce progress to executive sponsors.

- c. The Taskforce will determine if sub-groups are required for special projects. These sub-groups will report to the Taskforce on actions, findings and recommendations.

7. Operating Process

- a. The Taskforce is to meet every six weeks. To accommodate the summer leave period for the academic members, there will be one meeting held the week prior to the summer leave, and the week academic members end their leave.
- b. Special meetings to be called on an as-required basis by the co-chairs.
- c. Quorum for meetings will be half plus one of the appointed members.
- d. Administrative support will be provided by Human Resources.
- e. Meeting notes will summarize discussions and recommendations and will be distributed as appropriate and may be distributed college-wide.
- f. Decision-making will be by consensus. Should any members of the Taskforce believe that consensus has not been achieved, a written appeal may be submitted to the co-chairs within seven calendar days of the decision. Receipt of an appeal will put the decision on hold until the appeal can be reviewed at the subsequent Taskforce meeting.

Psychological Health & Safety Taskforce 2019-2021 Membership

Name	Title	Organizational Affiliation/Representation
Diane McCutcheon	VP, Human Resources	Co-Executive Sponsor
Duane McNair	VP, Finance & Administration	Co-Executive Sponsor
Sarah Gauen	Inclusion & Diversity Specialist	Co-Chair
Connie Powers	Manager, Compensation, Pension & Benefits	Co-Chair
Christine Kelsey	Local 416 President	OPSEU Local 416 Appointee
Doug Stringer	Manager, Counselling Services	SME – Mental Wellness
Duncan McFarlane	Support Services Officer D	OPSEU Local 416 P/T Appointee
Erin Langevin	Director, Labour Relations	Human Resources
Jessica House	Manager, AC Way	SME – PHS Experience
Landyn Blais	Faculty, Nursing	OPSEU Local 415 Appointee
Larry Fisher	Manager, Facilities and Operations	Pembroke Representative
Louise Boudreault	Faculty, Nursing	OPSEU Local 415 H&S Representative
Mike Benkie	Manager, Occupational Health and Safety	Algonquin College H&S Representative
Nathaniel Parant	Activity Program Coordinator	SME - Indigenous Wellness
Paul LaHaise	Tech Computer Store	OPSEU Local 416 H&S Representative
Tara-Lee Ferguson	Manager, Administrative Services	Perth Representative