



CAGC Health & Safety (HS) Committee Terms of Reference

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CAGC HS Terms of Reference

Table of Contents:

Mission Statement _____	3
Committee Membership _____	4
Roles and Responsibilities _____	5
Committee _____	5
Committee Members _____	5
Chair _____	5
CAGC Staff Representative _____	6
Associate Members and Non Members _____	6
Quorum / Frequency of Meetings _____	7
Quorum _____	7
Frequency of Meetings _____	7
Voting _____	8
HS Committee Terms of Reference Acknowledgment _____	9

MISSION STATEMENT

The CAGC Health and Safety (HS) Committee is a voluntary group of industry professionals that provides information and guidance on issues relating to health and safety within the Canadian Seismic Industry in an effort to increase health and safety for both the industry workers and the public.

The mandate of the HS Committee is to:

- Augment awareness and understanding of HS issues within the Canadian Seismic Industry through its dealings with regulators, operators, service companies, employees and other contractors.
- Coordinate an organized approach in understanding and awareness that fosters continuous improvement in the application of HS issues for all individuals working in the Canadian seismic Industry.
- Continually strive to promote sound HS principles, processes and practices that work to eliminate the number and magnitude of work-related injuries, illnesses and incidents that meet and/or exceed regulatory requirements throughout Canada.
- Promote workplace safety and the rights and responsibility of workers to refuse and/or perform unsafe work.

Note: The HS Committee provides recommendations for improvement within the Canadian Seismic Industry and is not recognized as a decision-making group. All recommendations tabled by the HS Committee are provided to the CAGC Board of Directors for review and final approval.

The goals and objectives established by the HS Committee includes the following:

- Develop and promote an effective and efficient communication system capable of informing individuals performing work in the Canadian Seismic Industry of current issues, initiatives and change that may impact the health and safety of workers and/or the public.
- Provide a forum for representatives of both industry and government to collaborate on HS issues.
- Coordinate dialogue on regulatory issues related to the Canadian Seismic Industry.
- Facilitate the development, approval and promotion of informational products including; but not limited to:
 - Industry related Health and Safety Information
 - Safety Alerts,
 - Industry Best Practices.
 - General Workplace Health and Safety Issues

COMMITTEE MEMBERSHIP

The CAGC HS Committee maintains no set limit in regards to the number of member representatives who attend scheduled HS Committee meetings. All personnel working for “active member” companies in good standing with the CAGC, are entitled to attend HS Committee meetings and participate in HS Committee initiatives.

Note: it is required that the “HS Terms of Reference” provide the same definition of Membership as is defined within By-Laws* established by the CAGC.

The Association has established four (4) classes of Members. The designation of each class of Membership is as follows:

1. Active
2. Associate
3. Individual
4. Honorary

The CAGC HS Committee functions under the direction of the CAGC Board of Directors

The main function of the HS Committee is to provide the Board of Directors of the CAGC with current health and safety issues that may impact and/or have influence on personnel working in the Canadian Seismic Industry.

In an effort to broaden the effectiveness of the HS Committee, ex-officio members (i.e.: Government officials, other industry reps) are encouraged to participate in scheduled meetings. Ex Officio members are; however, not eligible to be included with committee members required to establish a “quorum” and are not permitted to cast votes on issues tabled by the committee.

The Governance established for the HS Committee shall consist of a Chair and a CAGC Staff Representative. The CAGC Staff Representative shall facilitate and attend all HS Committee meetings.

The HS Committee Chair shall have a term of office of 2 years unless motioned and voted otherwise within the Committee. The two-year term may be lengthened through agreement by both the HS Committee Chair and the CAGC Board of Directors. (*When required*)

From time to time, the President of the CAGC may assign staff to the HS committee. When serving on the HS Committee, the CAGC staff member represents the office of the President. The role of CAGC staff on the HS Committee is to provide consultation and support to the Committee. CAGC staff members assigned to the HS committee are not considered full members of the committee and are not eligible to vote.

ROLES AND RESPONSIBILITIES

Committee:

The HS Committee functions under the direction of the CAGC Board of Directors and assists the Board of Directors in ensuring that the CAGC provides the Canadian Seismic Industry with an appropriate and up-to-date management of HS issues.

The HS Committee acts on behalf of the seismic industry, as a whole, to propose specific and deliverable initiatives relative to industry HS issues and bring those initiatives and deliverables to the CAGC Board of Directors for review and consideration. In order to facilitate this, the HS Committee elects and nominates governance for sub-committees that are required to action identified initiatives and targets as approved by the CAGC Board of Directors.

HS Committee members are encouraged to bring forth relative HS issues to be tabled and discussed at upcoming HS Committee meetings.

Committee Members:

HS Committee members possess broad-based industry health and safety knowledge and are committed to support the goals and objectives established by the HS Committee. Member representatives are required to identify, propose, discuss and communicate health and safety issues relative to the seismic industry and the goals and objectives established through the HS committee.

HS Committee representatives are required to be knowledgeable in the following areas within the seismic industry:

- CAGC's structure, role, and mandate.
- Seismic industry activities and operations.
- HS issues relative to the seismic industry and/or HS issues in general.
- Field and corporate operations.
- Inter-jurisdictional issues and regulatory interrelationships.

HS Committee members are expected to represent their respective company and/or organizational interests through active, transparent and constructive participation during HS Committee meetings.

Specific duties and responsibilities of HS Committee members include the following:

- Maintaining sound understanding of the CAGC's HS Terms of Reference.
- Assist the Chair in identifying items to be included within HS Committee meeting agenda(s).
- Assist the Chair in identifying appropriate resources for sub-committee(s).
- Record both sanction and approval votes and provide results to the CAGC Board of Directors for Approval (Active Members Only).
- Contribute personal knowledge and experience in HS in support of the Committee.
- Promote positive avocation for health and safety issues.
- Respect the professional opinion(s) of fellow HS committee meeting attendee(s).
- Cast sanction and approval votes on behalf of their company and/or organization.
- Represent the broad interests of the Canadian Seismic Industry in regard to HS issues.
- Actively promote the HS Committee as a positive and neutral forum both inside and outside the CAGC.
- Regularly report HS Committee activities back to their company and/or organization.

All non-elected members of the CAGC HS Committee are eligible to serve until they retire, resign and/or replaced by another company representative.

Chair:

The specific duties and responsibilities of the Chair are as follows:

- Acts as lead for all HS Committee meetings
- Solicit agenda items to be discussed from CAGC members.
- Work with the CAGC Staff Representative to develop meeting agendas and distribute to members in advance of upcoming meetings.
- Pre-side over meetings and facilitates committee-meeting discussions.
- Monitor behaviour of representatives during meetings relating to order and decorum expectations.
- Facilitate discussions on decision items and ensures voting is conducted for tabled items.
- Actively promote the CAGC as a positive and unbiased forum both inside and outside of the HS Committee and promote positive avocation for health and safety issues.
- Seek feedback from both industry and government on HS Committee issues.
- Attend scheduled CAGC Board of Directors meetings to bring forward issues tabled during HS committee meetings.

Generally, the Chair will provide direction to the HS Committee; however, the CAGC Staff Representative or any committee member may make suggestions for consideration by the Chair and/or committee.

CAGC Staff Representative:

The specific duties and responsibilities of CAGC staff representatives are as follows:

- Schedule HS Committee meetings.
- Develop, in conjunction with the chair, HS Committee meeting agendas.
- Record meeting minutes during HS Committee meetings conducted.
- Record action items and votes brought forward during meetings within the meeting minutes generated.
- Ensure HS Committee meeting minutes are compiled and distributed.
- Ensure all new committee members receive, understand and sign the HS Terms of Reference before participating in the meetings.
- Act in place of the Chair if the Chair and Past Chair are unable to attend.

Associate members and Non Members:

The responsibilities of Associate and Non Associate Members are as follows:

- Provide input and guidance for issues and matters to the best of their abilities.
- Provide content based on expertise and experience.

QUORUM / FREQUENCY OF MEETINGS

Quorum

A quorum is achieved by the attendance of the committee chair and/or CAGC Staff Representative and a minimum of four (4) additional representatives from "Active Member" companies. If quorum is not achieved for a meeting, the meeting may proceed; however, any discussions that require decisions must be tabled for the next scheduled meeting that quorum is met.

Frequency of Meetings

The CAGC HS Committee meetings are scheduled monthly except in July and August. The HS committee is expected to meet a total of ten (10) times each calendar year.

VOTING

ALL individuals representing CAGC "Active Members" on the CAGC HS Committee will be entitled to vote. Note: No single company and/or organization is permitted to represent more than 30% of the votes cast during any committee meeting.

Members must be present at the HS Committee meeting in order to cast votes.

Voting on Committee issues shall be conducted through a show of hands with all items voted on decided by a majority count.

Voting by Proxy may be allowed under certain circumstances. Any request for vote by proxy must be made in advance and submitted in writing to the HS Committee Chair or the CAGC Staff Representative prior to the meeting.

The HS Committee Chair is not eligible to cast votes on motions except in the case of a tie. In order for a vote to pass, a quorum is required and more than 50% of the votes cast must be in favor of the motion. In the event that the vote is tied, the Chair is permitted to cast the deciding vote.

In the event that attendance at an HS committee meeting does not meet the requirements established to meet quorum; any discussion proposed for the meeting will be postponed and added to the agenda of the next scheduled meeting. In the event that a decision is required prior to the next scheduled meeting; the issue may be distributed to HS Committee members for electronic voting.

In the event that a unanimous vote is cast among the attending members of the HS Committee and a quorum is present, the issue will be moved forward and presented to the Board of Directors for final decision.

Final authority regarding all decisions made by the HS Committee lies with the CAGC Board of Directors.

HS COMMITTEE TERMS OF REFERENCE ACKNOWLEDGMENT

By signing this signatory I confirm that I have read, understand and will abide by the Terms of Reference established by the CAGC HS Committee and agree to act in accordance to the content contained within this document.

NAME	SIGNATURE	REPRESENTED COMPANY/ORGANIZATION	DATE
<i>C A G C C O M M I T T E E M E M B E R</i>			
Print Name	Signature		DD/MM/YR
<i>W I T N E S S</i>			
Print Name	Signature		DD/MM/YR