

# CATCA OSH Committee Terms of Reference

**Committee Name:** CATCA OSH Committee Terms of Reference

**Type:** Advisory

**Purpose /Responsibilities:**

- Examine the national compliance and participation in regional and national OSH issues facing members.
- Recognizing that CATCA should take a leading role on Occupational Safety and Health issues nationally by encompassing a perspective with a widened scope of OSH including physical, mental, and psychological safety in the workplace.
- Being proactive in identified future OSH issues and coalescing a national perspective on workplace facility issues.

**Authority:**

- The CATCA OSH committee shall be established by the CATCA Executive Board (CATCA EB) and report to the CATCA EB.
- The CATCA OSH committee is not a decision-making body. Rather it is a body intended to provide valuable perspectives and recommendations for considerations by the CATCA EB and the NCOSHPC, composed of the NCOSHPC Rep and consolidated regional CATCA members occupying the role of facility OSH reps.
- CATCA OSH committee members may submit proposed amendments or updates to the Terms of Reference to the CATCA Regional Vice-President (CATCA RVP) responsible for the portfolio.

**Responsibilities:**

The CATCA OSH committee is responsible to:

- Asses the current landscape nationally for OSH issues and themes.
- Stand as a central coordinating support for regions and branches, when requested.
- Proactively review and anticipate OSH issues in the workplace, as historically defined by OSH legislation, as well as an increasing the scope of understanding workplace safety and health to include physical, mental, and psychological safety.
- Assess the potential implications for jobs, roles, human workplace health and safety,

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and other conditions and environments of employment across CATCA, by actions and decisions taken by NAV CANADA.

- Review OSH legislation from across Canada to identify Provincial differences and leverage a best practices lens to improve national benchmarking and policy recommendations for NAV CANADA.
- Respond to direction and concern from the CATCA EB relating to OSH issues.
- Liaise and build opportunities to create a safer and healthier workplace for members.

The CATCA OSH committee Chairperson(s) is responsible to:

- Facilitate and chair the CATCA OSH committee meetings. The role of facilitator, in whole or part, can and will be shared with or delegated to another member of the committee as needed;
- Convey the findings, advice, and recommendations of the committee to the CATCA EB, and the NCOSHPC when appropriate. Highlighting issues for the CATCA EB to consider in relation to all aspects on member health and safety including but not limited to physical work environment, mental work demands, and psychological health of all members.
- Call meetings of the CATCA OSH committee as required and provide appropriate notice and sufficient information to enable full member participation;
- Represent the committee on other committees when necessary;
- Be an impartial individual who guides the process, facilitates respectful dialogue, handles difficult situations and behaviours and maintains an environment conducive to sharing information, advice and encouraging all members to contribute;
- Keep the CATCA OSH committee focused on the agreed-upon task, suggest alternative methods and procedures as needed; and
- Work with the committee members in preparing committee agendas and unbiased accurate meeting summaries.
- In absence of the Chairperson(s), these responsibilities will be undertaken by a member of the committee as selected by the remainder of the CATCA OSH committee.

The CATCA OSH committee members are responsible to:

- Attend all regular scheduled meetings. Members are required to notify the Chairperson(s) if they are unable to attend a meeting.
- Review the information supplied to them.
- Prepare information for use in the development of materials for the CATCA OSH committee.
- Promote the role of the CATCA OSH committee.
- Offer input to committee reports to CATCA EB.

### **Composition:**

The CATCA OSH committee members at large will be appointed by the CATCA EB, upon  
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recommendation from the CATCA NCOSHPC Representative, the CATCA RVP responsible for the portfolio, or the CATCA National OSH committee. The CATCA OSH committee will be co-chaired by the CATCA RVP and NCOSHPC as well as consisting of up to six (6) active CATCA OSH committee members, with preference to existing OSH trained branch/facility OSH committee members. Members at large shall represent geographically consolidate areas with 1 ACC and 1 TWR Representative per blended East, Central, and West CATCA Region, and where possible they should be an existing branch/facility OSH member.

OSH WEST (Pacific and Rockies Regions) VR/EG ACC –  
Towers –

OSH CENTRAL (Prairie and Central Regions) WG/YZ ACC –  
Towers –

OSH EAST (St Laurent, Atlantic Regions) UL/QM/QX ACC –  
Towers –

The CATCA OSH committee will actively seek to engage all facility/branch CATCA OSH representatives providing support and feedback to the committee, but is not intended to take over or interfere in locally legislated OSH unit meetings or processes.

#### **Meetings:**

CATCA OSH Committee meetings will not be open to the public or NAV CANADA management, in order to preserve the confidentiality of meeting discussions so members feel comfortable to express their views freely and frankly to allow feedback on draft documents being reviewed. As such, all meeting discussions shall be treated as “sensitive information” and are not to be shared with members outside the committee unless authorized by the Chairperson(s).

The CATCA OSH committee will serve at the request of the CATCA EB and hold meetings at a frequency that is necessary to conduct the business of the committee. A meeting schedule will be discussed by the committee at the first meeting and subsequent meetings will be confirmed at each meeting. Meeting will normally be conducted virtually. Advance notice will be provided as soon as possible. In addition to regular CATCA OSH committee meetings, additional means of communication, such as email, text messaging or phone calls will be necessary to conduct the business of the committee.

To ensure committee functioning, quorum will be half the total number of committee members plus one. Committee agenda topics and activities will be determined by priorities or recommendations of the CATCA EB, the NCOSHPC Representative, and the CATCA OSH committee through engagement activities.

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**Budget:**

The budget for The CATCA OSH Committee will be determined during CATCA's annual budgeting cycle.

**Reporting:**

The Committee may advise and make recommendations to CATCA EB in accordance with its role. Reports may be submitted as follows:

- Verbally by the Chairperson or the designated representative.
- Minutes from the committee meetings
- Written reports

**Deliverables:**

An annual report may also be submitted to CATCA EB at the beginning of each new year outlining the committee's accomplishments in the previous twelve months.

**Review:**

- Members may resign at any time by giving written notice to the Chairperson
- Missing three meetings a year without prior discussion and approval from the Chairperson is deemed equivalent to resignation.
- Vacancies may be filled by appointment of the CATCA EB upon recommendation outlined above.