



Policy Title:

**TERMS OF REFERENCE – WORKPLACE
EXCELLENCE COMMITTEE**

Category:

Terms of Reference

Committee Oversight:

Governance

Authorized by: Board of Directors

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Effective Date:

September 2013

Reviewed/Revised:

September 10, 2020

To be reviewed/revised:

September, 2021

PREAMBLE

This Terms of Reference shall apply to the Workplace Excellence Committee (the “**Committee**”) of the Board of Hôtel-Dieu Grace Healthcare (the “**Corporation**”). All capitalized terms not defined herein have the meaning set out in the Corporation’s By-Law.

COMPOSITION

1. At least three (3) elected Directors of the Board at minimum, one of whom shall be Chair;
2. The Chief Executive Officer (*ex-officio* non-voting);
3. The executive staff member responsible for Human Resources (*ex-officio* non-voting); and
4. Other such persons as the Committee may appoint from time to time (any staff will be non-voting)

MEETINGS

The Workplace Excellence Committee shall meet at least quarterly, or more frequently as circumstances dictate.

QUORUM

Quorum for the Workplace Excellence Committee will be based on the Directors only; however, community members will be eligible to vote.

ROLES AND RESPONSIBILITIES

The Workplace Excellence Committee shall perform the following functions:

Governance

1. Monitor and report to the Board on Workplace Excellence related policies and issues and on the overall workplace excellence strategies implemented in the Corporation, with reference to appropriate data;
2. Consider and make recommendations to the Board regarding workplace quality improvement initiatives and policies;
3. Ensure that best practices information supported by available scientific evidence is translated into materials that are distributed to employees and persons providing services within the Corporation, and to subsequently monitor the use of these materials by these people;
4. Oversee the preparation of annual workplace safety plans/initiatives;
5. Reporting to the Board on material matters arising at Committee meetings following each meeting of the Committee
6. Maintaining minutes or other records of meetings and activities of the committee;
7. Conduct an annual evaluation of the Committee in which the Committee (and/or its individual members) reviews the Committee's performance for the preceding year for the purpose, among other things, of assessing whether it fulfilled the purposes and responsibilities stated in this Terms of Reference
8. Reviewing and assessing the adequacy of this Terms of Reference at least annually and submitting any proposed amendments to the Governance Committee and the Board for approval; and
9. Performing other functions and tasks as may be assigned from time to time by the Board

Health & Safety

1. Oversee monitoring of staff survey data related to creating a healthy workplace, supported by the appropriate distribution of the results of such surveys including, where applicable, the incorporation of the findings into improving the workplace environment;
2. Ensure the establishment of a committee that will allow critical work-related incidents to be reviewed and oversee the monitoring and implementation of actions to mitigate the risks associated with similar future incidents and improve upon the related Performance Metrics should they be impacted;

3. Ensure the establishment of workplace safety policies to ensure compliance with requirements under the Occupational Health and Safety Act and oversee the monitoring and implementation of actions to improve upon the related Performance Metrics;
4. Ensure the implementation of a policy that requires the posting of Board approved workplace safety Performance Metrics and targets on the Corporation's public website;

Performance Management

1. Receive regular reports from the Chief Executive Officer or designate in respect of the critical incidents at the Corporation related to workplace violence and workplace injuries, and the actions taken to mitigate the risks associated with any such incidents;
2. Review and approve significant risk management principles and policies related to the areas set out below recommended by the Corporation's management, and review periodically, but at least once a year, the management programs related thereto to oversee compliance with such principles and policies. Specifically, the Committee shall have the primary responsibility for reviewing risk policies related to the following:
 - a. operational risk related to workplace safety;
 - b. regulatory and legal risk related to workplace safety;
 - c. such other areas of risk that may be delegated to it by the Board from time to time.
3. Monitor reports and provide advice to the Board on matters related to planning, programming and policies that impact the creation of a safe workplace;
4. Consider/recommend to the Board definitions, policies, standards, process and outcome benchmarks, by which the overall performance of the Corporation's workplace excellence initiatives can be measured; and

General

1. Receive information/presentations of staff experience stories
2. Receive annual updates to Talent Management Plan
3. Receive annual 'People Matters' report
4. Received and review Changing Lives Together Recognition Program
5. Receive and review annual Health & Safety Report, inclusive of violence reporting
6. Employee Engagement Initiatives