

PREVENTION COMMITTEE

Terms of Reference

1. **PURPOSE**

The Prevention Committee is established to assist the Board of Directors in fulfilling its oversight responsibilities for the prevention activities. *The Workers Compensation Act* requires that this Committee:

- (a) Develop policy for the prevention of workplace injury and illness, including incentive programs, for the consideration of the Board of Directors;
- (b) Develop operating and capital budgets for prevention activities;
- (c) Regularly review and advise the Board of Directors about prevention activities;
- (d) Ensure that the WCB has reasonable processes for coordination of activities with Workplace Safety and Health and the Chief Prevention Officer; and
- (e) Review and evaluate strategic plans for prevention initiatives and make recommendations to the Board of Directors.

2. **COMPOSITION**

- 2.1 The Prevention Committee is composed of the Chairperson of the Board of Directors, the Chief Executive Officer (non-voting) and equal number of members of the Board of Directors representative of workers, employers and the public interest.
- 2.2 The Prevention Committee is also composed of the deputy minister of the department over which the minister presides or the deputy minister's designate, the Chief Prevention Officer, a member representative of employers who is appointed by the minister, and a member representative of workers who is appointed by the minister. All members have voting privileges on the committee.

3. **CHAIRPERSON OF THE PREVENTION COMMITTEE**

- 3.1 The Board of Directors appoints a Board member representative of workers, employers or the public interest as a Committee Chair (under the legislation, external members may not chair committees). The appointment of the Committee Chair will occur, with input from the Committee, after the Committee has been selected each year.
- 3.2 The appointment of the Chairperson will be reviewed annually.

- 3.3 In the absence of the Chairperson of the Committee, the members of the Committee will appoint an acting Chairperson.
- 3.4 The Chairperson of the Audit Committee may not chair this Committee except as an acting Chairperson.

4. RESPONSIBILITIES

4.1 Governance

In order to promote safety and health in workplaces and to prevent and reduce the occurrence of workplace injury and illness, the Committee will provide governance and direction of SAFE Work Manitoba. This will include the following activities:

- (a) Provide oversight to the promotion and public awareness of workplace safety and health and injury and illness prevention;
- (b) Provide oversight to the promotion of understanding of and compliance with *The Workers Compensation Act* and *The Workplace Safety and Health Act*;
- (c) Foster commitment to workplace safety and health and to injury and illness prevention among employers, workers and other stakeholders;
- (d) Ensure the prevention activities engage other organizations involved in workplace injury and illness prevention and the promotion of workplace safety and health;
- (e) Provide oversight of the provision of training and education related to the prevention of workplace injury and illness;
- (f) Provide oversight of the development of standards for workplace safety and health training programs, including certification processes for providers;
- (g) Issue reports, studies or recommendations about workplace safety and health and injury and illness prevention; and
- (h) Track progress towards the objectives and goals of the Five Year Plan for Injury and Illness Prevention.

4.2 Financial

The Prevention Committee will from time to time review the financial position of SAFE Work Manitoba and make recommendations to the Board of Directors for:

- (a) Approval of the SAFE Work Manitoba operating and capital budgets.

In addition the Prevention Committee will:

- (a) Review and consider quarterly financial statements for SAFE Work Manitoba and other financial reports as necessary.

4.3 Other

The Prevention Committee will:

- (a) Periodically perform a self-assessment of its performance as a Committee.
- (b) Review its terms of reference annually, and make recommendations to the Board of Directors for amendments as the Committee deems necessary.

History:

1. Prevention Committee Terms of Reference were established by Board Order No. 22/14 on June 26, 2014.
2. Terms of Reference were updated to clarify the process for appointment of Committee Chairperson on January 28, 2016 by Board Order No. 03/16.
3. Terms of Reference were updated to clarify the Committee's responsibility for the financial oversight on March 23, 2017 by Board Order No. 06/17.
4. Terms of Reference were confirmed on January 25, 2018 by Board Order 05/18.
5. Terms of Reference were updated on April 16/19 by Board Order 14/19 to reflect housekeeping changes.