

MRT&D ONA100 Summary of Roles 2026

The MRT&D bargaining unit is represented by several volunteer positions (8 positions). The Bargaining unit President, two Labour Management Representatives, two Negotiations Representatives, one Health and Safety Representative, one Professional Practice and Workload Representative, and one Return to work and Accommodations/Human Rights and equity Representative. The positions provide paid coverage of work hours when representing members in prep, meeting, and planning sessions as well as coverage for ONA education courses. There are also additional meetings and tasks completed after work hours which do not receive remuneration. The main goal of these positions is to represent all the members and the union. Below is a brief summary of each position. For full definition of each role please see the ONA – Guide to Leadership Accountabilities and Competencies.

Bargaining Unit President

The Bargaining Unit President is the primary union leader at the workplace, responsible for protecting members' rights, enforcing the collective agreement, leading union operations, supporting local leaders, and serving as the key liaison between members, ONA, and the employer.

Role Summary

1. Acts as the primary link between the Bargaining Unit, the Local, and ONA.
2. Represents and communicates the Bargaining Unit's labour relations and contract administration needs through meetings at all levels.
3. Represents the bargaining unit on Employer committees such as Financial advisory Committee and Safe Hospital Committee.
4. Protects members' rights and ensures the Collective Agreement is enforced.
5. Collaborates with the Bargaining Unit leadership team, Local executive, and Labour Relations Officer (LRO).
6. Promotes and acts in accordance with ONA's mission, values, and strategic plan.
7. Maintains confidentiality of member information and ensures records are stored according to ONA policies.
8. Attends Bargaining Unit, Local, and Provincial ONA meetings and events.
9. Oversees responsible use of Local finances and contributes to budget planning.
10. Builds productive relationships with members, union leaders, employer representatives, and the LRO.
11. Keeps members informed through bulletin boards, notices, union updates, and leadership communications.
12. Ensures new members are oriented, signed up, educated on union benefits, and membership cards are submitted.

13. Educates members about their collective agreement rights, grievances, and workload reporting processes.
14. Monitors employer practices and policies and raises concerns or violations with the LRO.
15. Communicates with members regarding workplace issues and the status of grievances in a timely manner.
16. Chairs key Bargaining Unit committees, including the grievance committee, the negotiating committee and labour-management meetings.
17. Maintains knowledge of ONA policies, collective agreements, legislation, and employer policies.
18. Coaches, mentors, and develops Bargaining Unit leaders while supporting succession planning.
19. Ensures Bargaining Unit committees/Representatives' function effectively and that workplace issues are tracked and addressed.
20. Manages leadership transitions by ensuring files, records, and information are properly transferred to incoming Bargaining Unit Presidents.

Negotiations Representative

A Negotiations Representative serves on the bargaining team, gathering member input, preparing and negotiating collective agreement improvements, keeping members informed, and supporting the bargaining process from proposal development through ratification.

Role Summary

1. Represents members during collective agreement negotiations and helps achieve improvements that reflect member priorities.
2. Maintains strict confidentiality throughout the bargaining process.
3. Safeguards and manages bargaining records, proposals, notes, and agreements according to ONA policies.
4. Works collaboratively with the Negotiations Committee, Bargaining Unit leaders, Local executive, Labour Relations Officer (LRO), employer, and members.
5. Keeps members informed about bargaining progress, timelines, and key developments through committee communications.
6. Consults members to identify workplace issues and bargaining priorities for negotiations.
7. Promotes member participation in surveys, demand-setting meetings, and other bargaining-related activities.
8. Maintains knowledge of the collective agreement, ONA policies, labour legislation, employer policies, and bargaining history.
9. Advocates for improvements to working conditions, member rights, and quality patient care through collective bargaining.
10. Participates in planning, scheduling, and preparing for bargaining sessions with the employer and LRO.
11. Assists in developing, reviewing, supporting, and documenting bargaining proposals and employer responses.
12. Records bargaining discussions, maintains bargaining notes, and provides required documentation to the LRO.
13. Supports and mentors new Negotiations Committee members and participates in ongoing education and training.
14. Monitors bargaining timelines, helps address delays, and participates in ratification and member meetings.
15. Works with the Bargaining Unit leadership team to ensure effective representation and continuity during and after negotiations.

Labour-Management Committee Representative

A Labour-Management Committee Representative serves as the link between members and management on workplace and professional practice issues, advocating for safe working conditions, quality patient care, effective communication, and resolution of member concerns

Role Summary

1. Represents members on the Labour-Management Committee to address workplace and professional practice concerns.
2. Promotes effective communication and collaboration between ONA members and the employer.
3. Acts in alignment with ONA's values, strategic plan, and professional standards.
4. Maintains confidentiality and safeguards member information and committee records.
5. Builds positive working relationships with members, Bargaining Unit leaders, employer representatives, and the Labour Relations Officer (LRO).
6. Help plan, schedule, and participate in labour-management meetings and related unit meetings.
7. Communicates committee activities, issues, and outcomes to members and Bargaining Unit leadership.
8. Educates members about the collective agreement, ONA resources, and the professional responsibility process.
9. Establishes processes for members to raise workload, professional practice, and workplace concerns.
10. Collects member feedback and workload complaints and ensures concerns are brought forward appropriately.
11. Advocates for safe staffing, quality practice environments, and high-quality patient care.
12. Monitors unresolved workload and professional practice issues, tracks progress, and promotes timely resolution.
13. Maintains knowledge of the collective agreement, relevant legislation, employer policies, and committee responsibilities.
14. Works closely with the LRO, Professional Practice Specialist, and grievance chair to resolve workplace issues.
15. Supports member education, mentorship, and leadership development while ensuring proper transfer of committee records to successors.

Health & Safety Representative

A Health & Safety Representative is the Bargaining Unit's workplace safety advocate, responsible for protecting members' health and safety rights, addressing workplace hazards, supporting the Joint Health and Safety Committee, and promoting safe working conditions and quality patient care.

Role Summary

1. Advocates for members' rights to a healthy, safe, and respectful workplace.
2. Promotes ONA's health and safety goals, values, and strategic priorities.
3. Maintains confidentiality of member information and health-related matters.
4. Serves as a resource and contact person for workplace health and safety concerns.
5. Builds effective working relationships with members, employer representatives, Bargaining Unit leaders, and Labour Relations Officers.
6. Educates members about their health and safety rights under legislation and the collective agreement.
7. Communicates health and safety issues, updates, resources, and outcomes to members and Bargaining Unit leadership.
8. Encourages members to participate in ONA health and safety education, caucuses, scholarships, and training opportunities.
9. Advocates for physical and psychological safety, as well as quality patient care.
10. Ensures ONA representation on the Joint Health and Safety Committee (JHSC) and participates in meetings and workplace inspections.
11. Maintains knowledge of health and safety legislation, collective agreement provisions, employer policies, and ONA resources.
12. Supports members in exercising their rights under the Occupational Health and Safety Act (OHSA) and collective agreement.
13. Identifies, tracks, and escalates unresolved health and safety issues, including recommending strategies for resolution.
14. Reviews workplace policies, monitors workplace trends, and helps identify issues that may require contract improvements.
15. Mentors and educates members and union leaders while helping build the Bargaining Unit's capacity to address health and safety concerns.

Return-to-Work/Accommodation & Human Rights and Equity Representative

The Return-to-Work/Accommodation and Human Rights & Equity Representative role is to advocate for members' rights, support accommodation and return-to-work processes, address discrimination and harassment concerns, promote equity and inclusion, and ensure members receive fair treatment and protection under both the collective agreement and applicable legislation.

Role Summary

1. Protects members' legal and collective agreement rights related to accommodation, return to work, human rights, equity, discrimination, and harassment.
2. Maintains confidentiality of member information, including personal health information.
3. Advocates for workplaces that are inclusive, equitable, accessible, and free from discrimination and harassment.
4. Supports members through return-to-work, accommodation, WSIB, LTD, and disability-related processes.
5. Ensures members are informed of their rights regarding accommodation, representation, and personal health information.
6. Monitors accommodation and return-to-work plans and advocates for appropriate union involvement and representation.
7. Identifies and reports violations of member rights to the Bargaining Unit President and Labour Relations Officer.
8. Documents, tracks, and helps address discrimination, harassment, equity, and accommodation concerns.
9. Advises Bargaining Unit committees on human rights, accommodation, discrimination, and workplace equity issues.
10. Educates members about collective agreement provisions, human rights protections, anti-racism, anti-oppression, and duty-to-accommodate obligations.
11. Maintains knowledge of relevant legislation, including the Ontario Human Rights Code, Occupational Health and Safety Act, Labour Relations Act, and WSIA.
12. Acts as a communication link between members, Bargaining Unit leadership, ONA Provincial Human Rights & Equity resources, and Labour Relations Officers.
13. Identifies workplace trends, gaps, and concerns that may require grievances, policy changes, or bargaining proposals.
14. Supports successful workplace accommodation and reintegration while recognizing the physical, mental, and emotional impacts of disability and discrimination.
15. Promotes education, mentorship, and awareness on human rights, equity, inclusion, anti-racism, anti-oppression, accommodation, and return-to-work processes.

Professional Responsibility & Workload (PRW) Representative

The Professional Responsibility & Workload Representative is the Bargaining Unit's advocate for safe workloads, professional standards, and quality patient care, helping members identify, document, address, and resolve professional practice and workload concerns.

Role Summary

1. Supports members in addressing professional responsibility and workload concerns that affect patient care and professional practice.
2. Works closely with the Bargaining Unit President to ensure concerns are processed effectively and within required timelines.
3. Maintains confidentiality of member information and professional practice records.
4. Educates members about the professional responsibility process, workload reporting, and relevant collective agreement rights.
5. Promotes awareness and use of the Professional Responsibility Workload Report Form (PRWRF).
6. Assists members in accurately completing and submitting workload report forms.
7. Coaches members on how to discuss workload concerns and proposed solutions with management.
8. Ensures members receive support and representation throughout the professional responsibility process.
9. Helps members participate in labour-management meetings where workload and professional practice concerns are discussed.
10. Collects evidence, data, and information to support workload and professional practice concerns.
11. Develops and maintains action plans, tracking tools, and records to monitor issues and outcomes.
12. Works with the Bargaining Unit President, Professional Practice Specialist (PPS), and Labour Relations Officer to advance and resolve concerns.
13. Presents recommendations and advocates for improvements that support safe patient care and quality practice environments.
14. Monitors trends, communicates issues and outcomes to union leadership, and identifies concerns that may require broader action or bargaining proposals.
15. Maintains expertise in ONA policies, collective agreement provisions, professional standards, legislation, and professional practice processes while helping educate and mentor other members.