

Do you know how to conduct an HSC Meeting?

Ensure your members know how to conduct an HSC Meeting with these helpful tips.

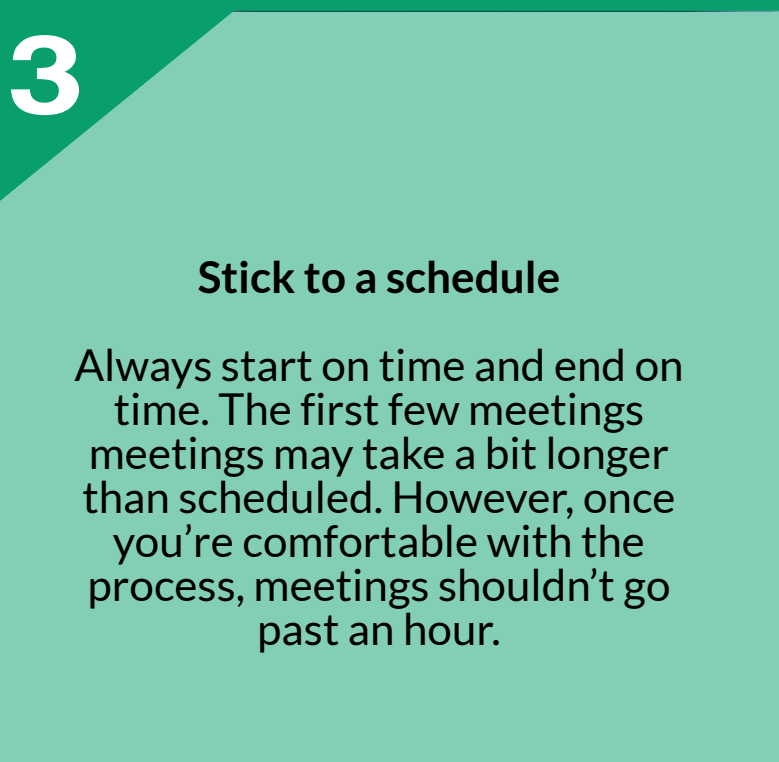
1 Record meeting minutes

Meeting minutes are a legislated requirement. They're helpful not only from a legal standpoint, but from an organizational standpoint, too. Minutes are a detailed written record of what went on at the meeting. They also validate meeting discussion and identify worker disclosures and reporting. When workers review the posted minutes, they can learn the outcomes of their concerns.



2 Use roll call

The Chair calls the meeting to order and conducts a roll call before any item of business is discussed. It should be noted that this is a formal meeting, which requires proper meeting etiquette. For the first meeting, members should introduce themselves and the department they represent.



3 Stick to a schedule

Always start on time and end on time. The first few meetings may take a bit longer than scheduled. However, once you're comfortable with the process, meetings shouldn't go past an hour.



4 Review new items first

Always discuss new items, hazards, and deficiencies that have arisen recently before reviewing older business. Note these items and any plans the committee has for dealing with them. Assign any necessary duties and tasks to committee members before moving on.



5 Review monthly inspections

Once new items have been reviewed, the chair calls for a review of the monthly inspections and discuss any deficiencies that haven't already been covered. The committee should also discuss the inspection report's relevance, and any observed training issues. Use a rotation list to ensure all areas of the facility are being inspected at regular intervals. Discuss future inspection participation and schedule it.



6 Review incident/investigation reports

Once inspections have been discussed, the chair addresses incidents and investigations, detailing the number of near misses, injuries, incidents, lost time claims, and investigations. Review and investigate all open investigations to determine causes and make recommendations for corrective action. In addition, review any investigation reports that have been completed to ensure corrective actions were effectively implemented.



Use these tips to ensure your HSC meetings are efficient and effective.