

ENSURE YOU HOLD EFFECTIVE SAFETY MEETINGS!

HSC and HS Representative meetings function **differently** than other workplace meetings. An **HSC meeting agenda** is an **essential tool** for ensuring they remain effective.

A **meeting agenda** states the **important details** of a meeting's plan, including **time, date, attendees, and topics**. Often, a meeting agenda doubles as a **checklist** to ensure that all important issues are addressed.

Use this checklist to ensure you're addressing the important HSC issues!

BOOKING REQUIREMENTS

- Date, time, and location
- Roll call
- Approval of the last meeting's minutes (Also called adoption of minutes of last meeting)

NEW BUSINESS

Submitted, screened items from employees, as well as new, arising concerns to be discussed.

OLD BUSINESS

Review existing old business, and report updates on outstanding business from previous meetings.

REPORTS

- First aid
- Non-reportable Incidents
 - Incidents requiring investigation*
 - Property damage incidents*
 - Environmental impact incidents*
 - Threats of violence*
- Potentially serious incidents (near misses)
- Serious incidents
- Internal inspections
 - Equipment*
 - Facilities*
 - Work practices*
- Other OHS inspections or reports
 - Alberta OHS*
 - Health and Safety association*
 - COR audit*

TRAINING AND EDUCATION

- New and young worker training
- Equipment and work procedure training
- WHMIS
- First aid
- HSC co-chair and members

ADJOURN

Ensure attendees have an agenda **a day or two in advance** of a meeting to give them time to prepare!

Remember, **topics** keep a meeting from going off course.

KEEP YOUR MEETINGS EFFECTIVE AND EFFICIENT WITH AN HSC MEETING AGENDA!