

MEETING STRUCTURE

Joint OH&S Committee Meeting

The meeting is to provide positive participation and co-operation by the management and worker representatives in the coordination of health and safety efforts. Activities that generate items for consideration are facility, equipment and vehicle inspections, investigations of incidents, workplace hazards or dangers, investigations of worker(s) complaints, consultations and technical experts, and the planning of future elements of the Health and Safety Program.

The Joint Safety Committee must hold regular meetings at least once a month for the review of:

- reports of current incidents or occupational diseases, their causes and means of prevention;
- remedial action taken or required by the reports of investigations and inspections;
- any other matters pertinent to safety and health;

There must be at least four members of the Joint Safety Committee present, and management will not outnumber those of workers.

Agenda

Meetings should be scheduled in advance and schedules adhered to. In addition:

- day and time should be as convenient as possible;
- meetings should not be after working hours;
- all members need to be in attendance for meeting to be effective;
- time for meetings can vary, depending upon the organization's needs. Larger or complicated work groups may need more time than a smaller less complicated work group.

Each meeting should have an agenda. A time limitation should be set for each agenda item. Examples are:

- Consideration of unfinished business;
- Review of accidents and trend analysis;
- Reports on special projects;
- Reports on inspections performed;
- Presentation of new business;
- Discussion of suggestions or feedback.

***Note:** The Joint OH&S Committee will only focus on health and safety issues; labor issues (for example, issues involving compensation, incentives, specific job assignments, and discipline) must be avoided.