

Health & Safety Committee Meeting Agenda

When preparing for a health and safety meeting, you should try to avoid any interruptions (e.g. phone calls, people either coming in or being called out of the room). Too many interruptions can create a false impression that the meeting unimportant, and secondary to the normal day-to-day activities.

An agenda serves a guide to the attending members to prepare for the meeting as well as maintaining organization and flow of the meeting. The committee should devote its attention to health and safety matters, and should not be used as a form of airing general complaints and grievances.

Decisions, whenever possible should be made by consensus, avoid formal voting (as this divides the committee). Allow each person to present arguments to be debated by all committee members

The committee's main function is to make recommendations; each meeting should end with a specific recommendation for action.

- State the problem in clear terms based on known facts
- Investigate the problem to find its root cause
- Recommend action(s) to correct the problem

HEALTH & SAFETY COMMITTEE MEETING AGENDA

1. Roll Call of members in attendance
2. Introduction of visitors
3. Approval of previous minutes
4. Business arising from the minutes including progress reports on outstanding items
 - Accident experience
 - Workplace inspection reports
 - Introduction of new equipment or procedures
5. Reports (inspection, injuries / illnesses, statistics)
6. New business (itemized list)
7. Education session
8. Date, time and place of next meeting
9. Adjournment

EXAMPLE



BE RESPONSIBLE - THINK SAFETY