

HEALTH AND SAFETY COMMITTEE

Meeting Agenda

Organization / Site: _____

Meeting Details

DATE _____ TIME _____ 30-45 min hard stop

MEETING LOCATION _____

CO-CHAIR (WORKER REP) _____ CO-CHAIR (EMPLOYER REP) _____

SAFETY ADVISOR _____ RECORDING SECRETARY _____

QUORUM CONFIRMED _____ Yes / No

1 Opening & Purpose 2 MIN

- ☐ Land acknowledgement (if applicable)
- ☐ Opening Prayer / Smudge (if applicable)
- ☐ Adoption of previous meeting minutes

Quick Welcome Brief opening remarks from the Worker and Employer Co-Chairs.

Why We Exist Identify hazards early, fix issues quickly, and keep everyone going home safe.

ENERGY TIP Start on time, no exceptions. Sets the tone.

2 Safety Moment 3 MIN

Topic: _____

Presented by: _____

Discussion question: _____

ENERGY TIP Rotate presenter to build shared ownership.

3 Review of Action Items 5 MIN

ITEM DESCRIPTION	OWNER	STATUS		TARGET DATE
		Not Started / In Progress / Complete / Deferred		

ENERGY TIP Focus on decisions, not storytelling.

4 Incidents, Near Misses & Hazard Reports 8 MIN

METRIC	COUNT	METRIC	COUNT
First Aid Only		Time-Loss Injuries	
Medical Aid		Days Lost	
Near Misses		Public / Visitor Incidents	
Hazard Reports		Contractor Incidents	

Discussion Summary

What happened: _____

Contributing factors: _____

Controls implemented / required: _____

Assigned owner & timeline: _____

ENERGY TIP Keep discussion solution-focused and non-blaming.

5 Inspections & Emerging Trends 5 MIN

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Emergency equipment & first aid checks

Recurring trends identified: _____

ENERGY TIP Ask: What's repeating and why?

6 Worker Voice & 30-Day Risk Outlook 5 MIN

Concerns raised: _____

Upcoming risks: _____

ENERGY TIP Acknowledge contributions immediately.

7 Training & Awareness Updates 3 MIN

- ☐ Committee member training / certification status
- ☐ Safety talks / department meetings
- ☐ Policy updates
- ☐ Upcoming drills (fire / evacuation / medical)

ENERGY TIP Keep updates concise. Assign deep dives offline.

8 Old Business

DESCRIPTION	STATUS	
	Not Started / In Progress / Complete / Deferred	
NOTES		

9 New Business & Forward Planning

TOPIC	ACTION REQUIRED	OWNER

10 Wrap-Up & Commitments 3-5 MIN

Key decisions made: _____

Actions confirmed & timelines: _____

Next meeting date: _____

Adjourned at: _____

ENERGY TIP End with one improvement made this month.

Committee Operating Principles

- Start and end on time.
- Maintain focus on health and safety matters.
- Keep discussions solution-focused and non-blaming.
- Supervisors remain first point of contact for operational concerns.
- Ensure visible follow-through on action items.
- Encourage open, respectful participation from all representatives.