CALGARY SAFETY CONSULTANTS

JHSC Meeting Agenda

Standard Agenda and Meeting Record

Use this agenda with our guide, **How to Run a JHSC Meeting**. The co-chairs fill in the top section and send it out a few days before the meeting. During the meeting, tick each item as it's covered and note decisions. Record actions in your action item tracker with an owner and a due date.

Committee and workplace	Meeting date	Time

Location or video link	Chair for this meeting	Recorder

Members present (worker and employer)	Absent

☐ Quorum confirmed ☐ Worker co-chair present ☐ Employer co-chair present ☐ Regular meeting ☐ Special meeting

Agenda

	ITEM	NOTES AND DECISIONS
☐	**1. Opening** Quorum, attendance, agenda agreed	
☐	**2. Last minutes** Corrections and approval	
☐	**3. Outstanding actions** Done, on track, overdue or blocked	
☐	**4. Employer responses** Responses received to recommendations	
☐	**5. Inspection reports** Findings and whether hazards are controlled	
☐	**6. Incidents and investigations** Incidents, near misses, findings, actions	
☐	**7. Worker concerns** New concerns and how each will be handled	
☐	**8. New hazards and changes** Equipment, processes, chemicals, layout	
☐	**9. Training and communication** Committee and worker training, messages	
☐	**10. Statistics and trends** Injuries, first aid, inspection trends	
☐	**11. New recommendations** Recommendations going to the employer	
☐	**12. Close** Read back actions, next meeting date	

General information, not legal advice. Committee meeting requirements differ between provinces, territories and federally regulated workplaces, so confirm the requirements that apply to your workplace.

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JHSC Meeting Checklist

Before, During and After the Meeting

Before the meeting

- [ ] Co-chairs met about a week ahead to build the agenda together
- [ ] Agenda, draft minutes and the open action list sent to members at least three working days ahead
- [ ] Inspection reports, incident and investigation summaries and statistics attached
- [ ] Worker members asked to collect specific concerns from the people they represent
- [ ] Supervisors told about meeting and preparation time; room or video link booked
- [ ] Anyone invited for a single item (manager, planner, subject expert) has confirmed

During the meeting

- [ ] Quorum confirmed and recorded, as your law or terms of reference require
- [ ] Open actions reviewed early, before new business
- [ ] Each item closed out loud with a decision, an owner and a due date
- [ ] Disagreements recorded fairly, with both positions, and missing facts assigned

After the meeting

- [ ] Draft minutes circulated to the co-chairs within a few days and approved or signed
- [ ] Minutes posted or shared where workers can see them
- [ ] Formal recommendations sent to the employer in writing, with the date sent
- [ ] Action item tracker updated the same day
- [ ] Employer response due date noted (21 or 30 days in many jurisdictions)
- [ ] Minutes and reports filed for the retention period your law requires

Actions agreed at this meeting

ACTION OR RECOMMENDATION	OWNER	DUE DATE

Next meeting date

Worker co-chair

Employer co-chair

Need help with your committee? Calgary Safety Consultants offers joint health and safety committee and representative training and helps employers set up committees that work. Read the full guide at calgarysafetyconsultants.ca/safety-guides/committees/jhsc-meeting/ or call 1-888-231-0358.

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