



## Agendas - good safety and health committee agendas

Agendas are the topics to be discussed at a meeting. The two co-chairs must prepare the list together. It also is good practice to ask all committee members what topics they want included, their importance, time required for discussion, background information that could be distributed, and hoped-for outcomes or recommendations.

Committee members must get the agenda at least three days before the meeting. It also must be posted on the committee's bulletin board.

Agenda items are presented in the order they will be discussed. Organize the list so that important topics are discussed early on and decisions are made while people are "fresh".

Good agendas for safety and health committee meetings:

- state the date, start and end times, place for the meeting
- list those expected to attend and alternates, if there are any
- identify who's responsible for specific tasks: chair, recorder or minute-taker, timekeeper, etc.
- use "traditional" agenda categories only when necessary
- for each item:
  - indicate the planned start time and time limits for discussion
  - label with a number or letter and title
  - provide background information with attachments, if relevant and possible
  - indicate if someone is especially responsible for it (e.g. if someone is reporting the results of an inspection)
  - specify the desired outcome: what is the committee expected to do about it, or possible recommendations
  - say who suggested the outcome or recommendation
- organize the items by priority (the criteria for this must be agreed by all involved)
- use "consent" for routine approval of items: say accepted as circulated, as long as no one has any objections or amendments

Topics to cover include:

- follow-up about things people were to do
- new issues/problems based on:
  - committee members' concerns and questions (which should include what they are asked by those they represent and work with)
  - inspections
  - investigations
  - reported incidents, first aid and other statistics (not just compensation claims)
  - surveys
  - audits
  - reports done for the employer

(cont'd)



- training topics (e.g. doing inspections, indoor air quality, lock-out procedures, processes such as force field analysis)
- outstanding items - where are they at?
- process issues — how are we doing our work, what do we need to practice, learn more about, etc.
- evaluation of committee activities (e.g. meeting processes, doing inspections, etc.)

Here's a sample agenda:

<b>Item</b>	<b>Who's responsible</b>	<b>Time</b>	<b>Background information</b>
1. Approval of agenda (including new topics added at meeting)	Chairperson	5 minutes	Distributed (date), adjust as needed and get final approval
2. Approval of last meetings' minutes	Chairperson	5 minutes	As distributed, with minutes. Amend as need be.
3. Follow-up to minutes	Chairperson or designate	15 minutes	Depends on the number of items left unresolved at the last meeting.
4. Other topics (see list above for suggestions)	Person bringing up the item	Set for each topic	These are items put onto the agenda before the meeting. Try to start with a go-round to find out about issues that individual members want to bring up. Then go to specific topics.
5. New topics (added at start of meeting)	Person bringing up the item	Agree before discussing	Ask for purpose, background information (on paper, if possible)
6. Next meeting	Chairperson	5 minutes	Agree on time, place and date before committee adjourns.

