

## COMMUNITY SERVICES STAFF SAFETY

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# Conduct an effective and efficient HSC meeting!

Use these helpful tips and best practices to ensure your HSC meetings are effective and efficient!

### 1 Keep meeting minutes

Minutes are a written record of what went on at the meeting. They detail the discussion, validate concerns, and identify worker disclosures and reporting. While meeting minutes may be a legislated requirement, they're helpful from an organizational standpoint, too, and enhance workforce buy-in to safety. When workers review the posted minutes, they can learn the outcomes of their concerns.

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### 2 Use roll call

Like any formal meeting, you should use a roll call and proper meeting etiquette. A roll call occurs when the Chair determines who's present at the meeting by reading off an attendance list. The Chair calls the meeting to order and conducts a roll call before any item of business is discussed.

In the initial meeting, members should introduce themselves and the department they represent.

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### 3 Stick to a schedule

While the first few meetings may take longer than scheduled, always do your best to start and end on time. Once you're comfortable with the process, meetings shouldn't go past an hour.

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### 4 Review monthly inspections

After new items, the chair should call for a review of the monthly inspections and discuss any deficiencies that haven't already been covered. Discuss the inspection report's relevance, and any observed training issues, as well as the upcoming and future inspection participation and schedule. Use a rotation list to ensure all areas of the facility are being inspected at regular intervals.

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### 5 Review new items first

Always discuss new items, hazards, and deficiencies that have arisen recently before reviewing older business. Note these items and any plans the committee has for dealing with them. Assign any necessary duties and tasks to committee members before moving on.

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### 6 Review incident investigation reports

Once inspections have been discussed, the Chair can address incidents and investigations. They should detail the number of near misses, injuries, incidents, lost time claims, and investigations. Review and investigate all open investigations to determine causes and make recommendations for corrective action. Remember to review completed investigation reports to ensure corrective actions were effectively implemented.

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