



**NOKIIWIN**  
TRIBAL COUNCIL

# Joint Health & Safety Committee Meeting FAQs

## How often must a joint health and safety committee meet?

- ◆ Committee members are required to meet at the workplace at least once every three months. More frequent meetings may be useful particularly in industries where the work involves hazardous substances or procedures.

## Who chairs the meeting?

- ◆ Committees must be co-chaired by two members. One of the co-chairs is chosen by the members who represent the workers, the other by members who exercise managerial functions. It is recommended that the chairs alternate the chairing of each meeting.

## How is an agenda prepared?

- ◆ Agendas for meetings should be prepared by the co-chairs and should be distributed one week in advance of the committee meeting. Agendas are important to the success of the meeting. Agendas will ensure that:
  1. Members know the date, time and place of the meeting.
  2. Every item the committee considers will receive attention.
  3. Business will not be side-tracked.
  4. Deferred items or business outstanding will be carried forward.
  5. Members will have the opportunity to study the items before the meeting.
- ◆ Members who wish to have items added to the agenda should make such requests to the co-chairs.
- ◆ Effective communication and cooperation are crucial factors in a well-functioning JHSC. Members should be encouraged to share their knowledge and experience freely to resolve health and safety issues in the workplace.

## Must the minutes be recorded? What should the minutes include?

- ◆ Minutes of each meeting must be recorded and available for review by a Ministry of Labour inspector. Minutes should contain the details of all matters discussed, as well as a full description of issues raised, any action recommended by the committee members and the employer response to the recommendations. Minutes should identify members by title and not by name. Members' names should be used only for attendance purposes.
- ◆ Minutes should be signed by co-chairs and posted in the workplace within one week of the meeting.
- ◆ Minutes must be kept for 10 years
- ◆ Put one copy in your health and safety files, circulate another copy to health & safety committee members and post another copy on your health and safety bulletin board.

## The Health & Safety Bulletin Board

- ◆ Must be readily accessible to workers
- ◆ Post the names of all committee members, how to contact them and their term of office expiry date
- ◆ Post scheduled dates (and times when available) of committee meetings

we value your values

