

## SETTING AGENDAS:

It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board prior to each meeting and distributed to committee members at least 3 clear days prior to the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

1. Review minutes of last meeting. You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
2. Review issues resolved by individual committee members or supervisors.
3. Review illness, injuries and accidents since last meeting. This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
4. Consider new concerns or problems. These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
5. Review of educational material and availability of safety and health training programs.

### Instructions for completing minute form:

1. **You must complete all of the following:**
  - Full name and Full Address of Workplace - must include Department & Branch, where applicable.
  - Which Committee - needs to be completed only if you have more than one Committee at the same address.
  - Number of Employees at the Workplace - the number at the workplace, not the number on the Committee.
2. Please indicate the "Date of Origin" This is the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
3. Please indicate the "Concerns or Problems" and list the details of items discussed. Draw a line across the page to separate each issue.
4. Please indicate "Recommendations or Action Taken" , that is what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
5. Please indicate the "Action By" that is who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
6. On the bottom record "Other Business" that is any points not covered such as upcoming elections or date of next meeting.
7. Both management and worker co-chairs must sign each page of the Minutes when they are satisfied that the record is complete and accurate. Please Indicate by an (X) in the brackets who chaired that particular meeting.
8. Distribution of copies must be done within one week following the Committee meeting:
  - a) Distribute copies to Committee members, alternates, and relevant managers.
  - b) Keep one copy for permanent Committee files.
  - c) Send one copy to Workplace Safety and Health Division
    - by mail to: 200-401 York Avenue Winnipeg MB R3C 0P8,
    - fax minutes to (204)948-2209,
    - e-mail to [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)
  - d) Post one copy on the Safety and Health Committee bulletin board(s).