

BEST

MANAGEMENT BY SAFETY TRAINING & CONSULTING LTD.



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November 2023

An Effective JHSC Agenda

A well-structured and comprehensive JHSC agenda serves as a vital tool for ensuring that the committee functions effectively, addresses critical safety concerns, and contributes to a safer work environment.

What is the Importance?

- ✓ Efficiency
- ✓ Productivity
- ✓ Logistics
- ✓ Be Compliant

Need Help?

[Contact us today.](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Send Meeting Notice and Agenda to Committee Members	2 Review BEST's blog on how to create an effective agenda and what to focus on	3 Confirm Meeting Date, Time, and Location	4
5	6 Distribute Previous Meeting Minutes to Attendees for Review	7 Prepare and Circulate Safety Statistics and Incident Reports	8 Research and Provide Health and Safety Updates	9 Review and Summarize Incident Analyses and Investigations	10 Compile Training Needs Assessment for November	11
12	13 Confirm Safety Inspection and Audit Reports	14 Check Emergency Response Plans and Prepare Drill Schedule	15 Verify Availability and Condition of PPE and Equipment	16 Prepare Committee Recommendations and Proposed Action Items	17	18
19	20 Confirm Guest Presentation Details (if applicable)	21 Address Last-Minute Questions or Concerns from Committee Members	22 Review and Confirm All Meeting Logistics	23 Double-check and review all aspects before meeting	24 Run JHSC meeting	25
26	27	28 Evaluate the effectiveness of the meeting format, structure, and discussions	29 Review the action items assigned during the meeting and ensure progress is being made.	30 Collect feedback on what worked well and areas for improvement		