

## HSC Formation Checklist

HSC Formation Checklist			
Company Name:			
Average number of regularly employed workers. Consider different shifts, departments, and contractors.			
Item	Target Date	Assigned To	Done On
Determine the size of the committee <input type="checkbox"/> Majority worker representatives  Co-Chair Requirements <input type="checkbox"/> Worker Co-Chair <input type="checkbox"/> Employer Co-Chair  Considerations <input type="checkbox"/> Total number of employees <input type="checkbox"/> Degree of hazard at the work site <input type="checkbox"/> Number of unions, worker groups, departments <input type="checkbox"/> Shifts (day & night)			

Item	Target Date	Assigned To	Done on
<p><i>Terms of Reference</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate Representation (Constituency)</li> <li><input type="checkbox"/> Selection of co-chairs</li> <li><input type="checkbox"/> Term of office for members</li> <li><input type="checkbox"/> Meeting frequency</li> <li><input type="checkbox"/> Record keeping</li> <li><input type="checkbox"/> Process for conducting meetings</li> <li><input type="checkbox"/> Process for communicating concerns to employer</li> <li><input type="checkbox"/> Process for addressing non-fulfillment of duties</li> <li><input type="checkbox"/> Replacing a Committee Member</li> <li><input type="checkbox"/> Dispute Resolution</li> </ul>			
<p><i>Selection of Worker Representatives</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers who do not perform managerial duties</li> <li><input type="checkbox"/> Union (select as per the union procedures)</li> <li><input type="checkbox"/> Non-union (elect by secret ballot)</li> <li><input type="checkbox"/> Determine number of union and non-union representatives</li> <li><input type="checkbox"/> Number is representative of the work groups at the work site and level of risk of their work</li> </ul>			
<p><i>Selection of Employer Representatives</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Management and Supervisors (different levels of authority)</li> <li><input type="checkbox"/> Determine number of representatives</li> <li><input type="checkbox"/> Number is representative of the work groups at the company and level of risk of their work</li> </ul>			
<p><i>Posting of Contact Information</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locations</li> <li><input type="checkbox"/> Names</li> <li><input type="checkbox"/> Email/Phone number</li> </ul>			
<p><i>First Meeting Set-Up</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date</li> <li><input type="checkbox"/> Time</li> <li><input type="checkbox"/> Location</li> </ul>			
<p><i>Agenda Items</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Selection of Co-chairs (1 worker, 1 employer)</li> <li><input type="checkbox"/> Education and Training</li> <li><input type="checkbox"/> Review sample agenda and meeting report (are revisions required?)</li> </ul>			



## HSC Meeting Agenda

HSC Meeting Agenda		
Date: MM/DD/YYYY	Time: 24-hour clock	Location:
Agenda prepared by:		Agenda approved by:
Item		Allotted Time (min)
Call to order and attendance		
Acceptance of previous meeting minutes		
Outstanding items from previous meeting		
Item 1		
Item 2		
Item 3		
Review of inspection report(s)		
Date/location		
Date/location		
Date/location		
New Items		
Item 1		
Item 2		
Item 3		
Recommendations to employer		
Issue 1		
Issue 2		
Training and communication		
Item 1		
Item 2		
Other items (any other business)		
Item 1		
Item 2		
Adjourn		

## HSC Meeting Minutes

HSC Meeting Minutes			
<b>Date:</b> MM/DD/YYYY	<b>Time:</b> 24-hour clock	<b>Location:</b>	
<b>In attendance:</b>		<b>Absent:</b>	
<b>Co-chairs:</b>		<b>Guests:</b>	
Item		Follow up	
		Assigned to	Target date
<b>1. Acceptance of previous meeting minutes</b> 1.1 Accepted/Not Accepted 1.2 Adjustment Required? <i>Comments</i>			
<b>2. Outstanding items from previous meeting</b> 2.1 First outstanding item <i>Comments</i>  2.2 Second outstanding item <i>Comments</i>			
<b>3. Review of inspection report(s)</b> 3.1 Review of Inspection report MM/DD/YYYY <i>Comments</i>			

Item	Follow up	
	Assigned to	Target date
<b>4. New Items</b> 5.1 First new item <i>Comments</i>  5.2 Second new item <i>Comments</i>		
<b>5. Recommendations to employer</b> 6.1 First Recommendation <i>Comments</i>  6.2 Second Recommendation <i>Comments</i>		
<b>6. Training and communication</b> 7.1 HSC Member training <i>Comments</i>  7.2 Crew training <i>Comments</i>		
<b>7. Other items</b> 8.1 First other item <i>Comments</i>  8.2 Second other item <i>Comments</i>		
<b>8. Adjourn</b> 9.1 Meeting was adjourned at 24-hour clock 9.2 Next meeting scheduled for MM/DD/YYYY at 24-hour clock		
<b>Minutes prepared by:</b>		

## HSC Terms of Reference

### 1. Process to select co-chairs

Two co-chairs will be selected by the members of the committee.

- a) The worker members shall select one co-chair
- b) The employer members shall select one co-chair

### 2. Process for selecting worker members to the committee

The committee's composition will follow the requirements below.

- a) The committee shall consist of \_\_\_\_\_ members
- b) One worker member will be elected from each of the following groups/areas/departments/union. *(Include list of all applicable groups/areas/departments/unions)*
- c) One employer member will be appointed/elected from each of the following groups/areas/departments/unions. *(Include list of all applicable groups/areas/departments/unions)*

### 3. Term of office for committee members

Term of office for committee members will follow the below guidelines:

- a) Normally not less than one year
- b) May be longer than one year until a successor is selected or appointed
- c) Determined as per the union's agreement
- d) If there are multiple unions, determined via an agreement amongst all the unions

### 4. Frequency for regular committee meetings and meeting records management

The committee will meet at the following frequency \_\_\_\_\_ and the meetings will take place at \_\_\_\_\_.

All records (i.e., meeting minutes or recommendations) will be filed \_\_\_\_\_. Meeting minutes will be posted prominently in the \_\_\_\_\_.

### 5. Processes for conducting meetings, and forwarding health and safety concerns to the attention of the employer

The composition of the quorum shall follow the requirements below.

- a) worker members and members representing the employer are present
- b) at least 1/2 of those present are worker members

Meeting agendas and minutes will adhere to the guidelines below.

- a) Agendas and minutes will follow the approved templates
- b) Agenda will be prepared by the co-chairs and distributed to members prior to the meeting
- c) The co-chairs must ensure meeting minutes are recorded
- d) The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means

Recommendations to the employer will follow the requirements stated below.

- a) Written using the approved template
- b) Directly related to health and safety
- c) Reasonable
- d) Clear and complete (ensure employer will not need more information)

#### **6. Replacing a member during the member's term of office**

The procedure for replacing a member of the HSC is specified below. If there is a union at the work site, members will be replaced as per the union's constitution.

- a) Announce the departure of the leaving member to the committee
- b) Determine the demographic represented by the leaving member
- c) Announce the departure to the work site
- d) Hold an election to replace the member (ensuring the appropriate demographic votes)
- e) Announce the new member to the HSC and the work site
- f) Amend any documentation to reflect the change

*If there is a union, the union's constitution will indicate how a member is to be replaced.*

#### **7. Dispute resolution process for when the committee cannot agree on a recommendation to the employer**

When the committee is unable to reach an agreement regarding a health and safety matter, the committee will \_\_\_\_\_.

*This may include having the co-chairs contact OHS or a third-party consultant.*

#### **8. Committee members not fulfilling their duties**

When a committee member is not fulfilling their duties, the committee will \_\_\_\_\_.



## HSC Recommendation Form

HSC Recommendation Form		
<b>To:</b>	<b>cc:</b>	
<b>Location:</b>	<b>Date:</b> MM/DD/YYYY	
<b>From: Health and Safety Committee</b>		
_____	_____	
(Worker co-chair signature)	(Employer co-chair signature)	
<b>Please respond by:</b> MM/DD/YYYY		
<b>Health and Safety Issue:</b> <i>Provide a short, clear, and complete description of the issue. Include what, where, why, when, and who (if applicable).</i>		
<b>HSC Recommendation:</b> <i>Describe how the recommendation will address the health and safety issue and provide justification for the recommendation, other possible options, steps involved, and suggested time frames for completion. Attach a separate sheet if necessary.</i>		
<b>Employer Response:</b> <i>Provide a time frame for completion of accepted recommendations. Provide reasons for rejected recommendations. Attach a separate sheet if necessary.</i>		
_____	_____	_____
Name – Employer	Signature – Employer	Date Returned
<b>Committee Comments:</b> <i>Note any follow-up or additional actions that may be required.</i>		