

APPENDIX G

How to Run a Regularly Scheduled Health and Safety Meeting

1. Planning is essential. Start early, prepare an agenda, choose a place that is well ventilated, quiet, and comfortable.
2. Contact all who need to attend. Make sure that they have enough advance warning. For this reason regularly scheduled meetings are preferable unless there is a need for a "special" meeting.
3. Contact individuals who have "special" expertise well in advance to arrange for their attendance.
4. Prepare the agenda and stick to it. Start by determining your objectives; what needs to be accomplished? If it is a regularly scheduled meeting, you will want to follow-up on previously discussed items to check on their resolution.

Conduct of the Meeting

1. Call to Order.
2. Attendance is taken.
3. Review unfinished business.
4. Review any "action" items that were not taken up at the last meeting.
5. Discuss any accidents that took place since the last meeting. Develop written loss control recommendations.
6. Discuss "near" accidents which have taken place since the last meeting.
7. Discuss "unsafe acts or practices and regulatory compliance issues" that have been observed during regular or special inspections.
8. Discuss new business, i.e., Personal Protective Equipment recommendations for new procedures, training schedule for Hazard Communication compliance.
9. Ask those attending to review any special safety problems or concerns they may have or problems brought up by their constituency.
10. Explore special interest items such as a safety film or posters or any other safety/health related items.
11. Be sure that assignments are made to individuals if there is not enough information available to make loss control recommendations.
12. Keep detailed minutes of the meetings.
13. After the meeting, distribute copies of the minutes for posting and discussion.
14. After the meeting, evaluate the meeting to determine if you met your objectives.