OH&S Committee
MEETINGS



FREQUENCY & SCHEDULING

The joint health and safety committee must meet regularly, and some UNA collective agreements outline the minimum frequency. **Generally, committees meet on a monthly basis on a set day and time**. The day and time should be adjusted to allow for maximum participation from committee members.

The default **meeting length will depend on the volume and complexity of issues** typically raised. Some committees may meet for an hour, and some may need two hours or more on a regular basis. Adjustments to meeting length should be put to the entire committee and discussed. Keep in mind that it is typically easier to end early than it is to extend the meeting.

Meetings should not be cancelled or rescheduled without agreement from all parties.

NOTICE & AGENDA

Committees generally agree to circulate meeting materials in advance of the meeting (e.g. 7 days prior). This does not prevent committee members from adding agenda items at any time if needed. Committees determine their agendas, and members have the right to add items to the agenda. Agendas may include:

- Employer reporting of incidents and concerns
- Updates and announcements
- Outstanding items
- New concerns or recommendations
- Successes
- Scheduling and assigning duties, such as inspections

QUORUM

Committee meetings must have quorum in order to make decisions. A committee can still meet to ask questions and receive information at a meeting without quorum. Quorum is met when:

- At least half of the committee members are present
- Both worker members and members representing the employer are present
- At least half of the members present are worker members

The worker members can outnumber the employer members, but employer members cannot outnumber worker members.

URGENT ITEMS

Where there is an urgent item and it cannot wait for the next scheduled meeting, you could:

- Extend the meeting time
- Rearrange the agenda to prioritize urgent items
- Request a special meeting (many UNA collective agreements have special meeting language)