

MONTHLY CHECKLIST

JHSC CO-CHAIRS

Use this checklist to stay on top of your monthly duties as a committee co-chair.



Before Each Meeting:

- ✓ Prepare the agenda with the other co-chair and send it to all committee members
- ✓ Assign inspections to worker reps, and/or participate in inspections as required
- ✓ Gather investigation information to review during the committee meeting
- ✓ Check in with members about issues to bring forward
- ✓ Review previous action items and gather updates from the employer or others



During the Meeting:

- ✓ Start on time and welcome everyone
- ✓ Keep the discussion focused on health and safety topics
- ✓ Encourage participation from all members, especially the quieter voices
- ✓ Review recent inspections, incidents, and worker concerns
- ✓ Assign clear responsibilities and timelines for actionable items
- ✓ Confirm the date/time of the next meeting



After Each Meeting:

- ✓ Finalize and post meeting minutes
- ✓ Update the safety notice board with meeting minutes, highlights, safety updates
- ✓ Share outcomes with workers and management
- ✓ Begin follow-up on assigned action items



Monthly/Ongoing Duties:

- ✓ Coordinate inspections and ensure reports are reviewed
- ✓ Monitor progress on corrective actions from previous meetings
- ✓ Ensure the safety notice board is current and accurate
- ✓ Support committee members in gathering worker feedback
- ✓ Follow up on unresolved issues with management
- ✓ Encourage a culture of psychological safety (workers feel safe speaking up)
- ✓ Connect regularly with your co-chair to plan and share leadership responsibilities

Note: Inspections don't have to be monthly—just “regular.” Pick a schedule that works best for your workplace.



Remember:

- Co-chairs share authority equally – worker and employer voices must be balanced
- The JHSC's role is collaboration
- Your leadership helps build a strong safety culture where everyone feels safe, supported, and heard