

# Tips for Conducting Engaging JHSC Meetings (for co-chairs)

Make Meetings Matter



## Set Clear Agendas

Share topics in advance so members can prepare

## Stay Focused

Keep discussion on health and safety, not side issues

## Encourage Voices

Invite input from all members, especially quieter ones

## Use Real Examples

Discuss recent inspections, incidents, or near misses

## Summarize Actions

End with clear responsibilities and timelines

## Follow Through

Review previous action items at the next meeting

### Industry Pro Tip:

Every meeting counts, especially when you include fresh perspectives from seasonal staff and new hires. Welcome all voices, create a safe space to speak up, and actively engage every member. When your committee culture is strong, your workplace health and safety culture grows stronger too.

