



"Mastering Health & Safety Committee Roles and Communication"

Course Introduction:

This course is designed to provide participants with a thorough understanding of the legal obligations, roles, and responsibilities associated with health and safety committees. Participants will learn how to effectively interpret and apply these obligations in practical scenarios. The curriculum will cover the essential functions of health and safety committees, guide participants on when and why meetings should be held, and instruct on best practices for conducting successful and meaningful meetings. Additionally, the course will focus on developing practical consultation and communication skills to enhance participant engagement and effectiveness in committee roles.

Day 1: Understanding Legal Obligations, Roles, and Responsibilities

Purpose and Scope: Identify the primary functions of health and safety committees and how they contribute to workplace safety.

- **Understanding Legal Framework:** Explore the relevant laws and regulations governing health and safety committees, focusing on compliance and enforcement mechanisms.
- **Roles and Responsibilities:** Define the key roles within a health and safety committee and their respective responsibilities to ensure organizational safety.
- **Rights of Committee Members:** Review the rights afforded to committee members, including access to information and the ability to make recommendations.

Day 2: Practical Application of Health and Safety Committee Functions

- **Practical Application:** Learn how to apply the committee's functions in real-world scenarios,



including risk assessment and policy development.

- Case Studies: Analyze case studies to understand successful health and safety committee implementations and common pitfalls.

Day 3: Optimal Timing and Frequency of Committee Meetings

- Scheduling Meetings: Determine the optimal frequency and timing for committee meetings to address emerging safety concerns effectively.

- Types of Meetings: Differentiate between regular, special, and emergency meetings and understand their specific purposes.

- Record Keeping: Understand the importance of maintaining accurate records of meetings, including minutes and action items, for accountability and follow-up.

Day 4: Conducting Effective and Engaging Committee Meetings

- Meeting Preparation: Learn strategies for effective agenda setting, resource allocation, and participant briefing.

- Facilitation Skills: Develop skills to facilitate engaging and productive meetings, ensuring all voices are heard and respected.

- Post-Meeting Actions: Understand the follow-up procedures required to implement decisions made during meetings and evaluate their effectiveness.

- Effective Communication: Explore techniques for clear and concise communication within committees and the wider organization.

- Consultation Techniques: Learn methods for effective consultation with stakeholders, including conducting surveys and gathering feedback.

- Conflict Resolution: Develop skills to manage conflicts and disagreements constructively to maintain a collaborative committee environment.



Conclusion:

By the end of this course, participants will be equipped with the knowledge and skills necessary to effectively fulfill their roles on health and safety committees. They will be able to interpret legal obligations, conduct meaningful meetings, and engage with stakeholders through improved consultation and communication skills.