# HSC Start-up Checklist

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| Activity | Assigned To | Completion Date | Check When Done |
| **Draft Terms of Reference**Terms of Reference should include: Name of Committee Constituency Purpose Duties and Functions Records Meeting Schedule Quorum Agendas and Meeting Minutes Composition Co-Chairs Terms of Office Member Responsibilities Making Recommendations Conflict Resolution Evaluation Amendments |  |  |  |
| **Determine Number of Committee Members** minimum of 4 at least 50% worker representatives every department represented every shift represented every employer represented |  |  |  |
| **Select Worker Representatives** worker members do not exercise managerial functions selected in accordance to union guidelines workers selected worker members |  |  |  |
| **Select Employer Representatives** employer representatives do exercise managerial functions employer representatives have sufficient authority |  |  |  |
| **Committee Members** Names and contact information is posted at each work site |  |  |  |
| **Meetings**First meeting activities should include: 1 co-chair selected by worker representatives 1 co-chair selected by employer representatives review draft terms of reference review sample meeting agenda and meeting minutes template |  |  |  |