# 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 |  |  |  |