



TRAINING SUMMARY

RSMac Consulting Inc.
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COURSE NAME RUNNING A SFAETY COMMITTEE MEETING LENGTH 20 mins

COST \$49.99 LANGUAGE English VOICEOVER Yes

DESCRIPTION

Safety Committees play a pivotal role in keeping the workplace safe. In a world of competing priorities, it can be difficult to effectively manage a committee and keep on task. This module offers tips and resources to effectively run a safety committee meeting and hold workers and managers accountable for recommended corrective actions. In addition, participants will gain an understanding in all of the requirements of a safety committee including duties and responsibilities, meeting frequency, agendas, minutes and making recommendations.

LEARNED TOPICS/OBJECTIVES

Upon successful completion of the program, you will be knowledgeable and/or demonstrate proficiency in understanding:

- How to assign secretaries and co-chairs
- Duties of the co-chair
- Meeting frequency
- Attendance policy
- Entitlement
- The agenda
- How to conduct a meeting
- Preparing and submitting recommendations for corrective action
- How to effectively record minutes

ASSESSMENT

Testing conducted throughout this course is designed to reinforce the information presented. A mark of 80% must be achieved in order to receive a certificate of completion. Participants are able to repeat the course if the pass mark is not achieved. Upon successful completion of this online course, a certificate of completion will be available for download and printing.

Discounted pricing starts at 3 or more courses. Pricing available for individuals or companies. Contact RSMac Consulting Inc's Learning Centre team directly at training@rsmac.ca for a quote on volume discounts and discuss our Learning Management System for companies.