

Temporary Practice Change: Online Joint Workplace Health and Safety Committee (JWHSC) Meetings

The safety of our people is of the utmost importance to us, and Joint Workplace Health and Safety Committees (JWHSC) provide an important forum to support this function.

In response to new working circumstances associated with COVID-19, your JWHSC should consider replacing in-person meetings with online meetings. See the tips below to ensure all JWHSC members are able to participate effectively.

Planning your meeting

- Monthly meetings should be maintained in accordance with applicable collective agreements. Refer to the [JWHSC Terms of Reference](#) for conditions on altering meeting frequency. Meeting arrangements can be made by the JWHSC co-chair(s) or another committee member.
- Send an Outlook Calendar 'Online Meeting' invitation to all participants well in advance of the meeting. [Click here](#) for instructions to schedule an online meeting.

Joining your meeting

To join the meeting, open your Microsoft Outlook calendar. Two options are available:

- Click on the 'Join Online Meeting' link in the calendar request at the start of the meeting. An additional step is required for participants who do not have Skype for Business (Lync Web App Attendees). [Click here](#) for more information.
- Dial in by phone to the number provided in the online meeting request. Use the local number option for your zone. To mute or unmute, phone participants can press a mute button on their phone/device, or press *6.

Tips for successful meetings

- Attach all meeting documents (e.g. agenda, reports, etc.) to the Outlook Calendar Online Meeting invite and 'send update' to participants at least 3 days in advance of the meeting.
- Online meetings may be new for some members. Consider sharing this document and allowing time at your first meeting for users to become familiar with the format.
- Plan to join your meeting a few minutes early to allow time for any technical issues to be resolved.
- During presentations or updates, consider asking participants to mute their lines to reduce background noise.
- Give all participants opportunity to participate by making use of features such as screen sharing, whiteboard functions, polls and instant messaging.

See the [Planning and Leading a Skype for Business Online Meeting](#) resource for more information.