Company name joint health & safety committee minutes

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| **Co-Chairs:** **Recorder:**  | **Date:** **Time:** | **Location:** |
| **Participants:**  |
| **Absent:** |
| **Guests:** |
| **Agenda/Item #:** | **Issue/Discussion:** | **Recommendation(s):** | **Member Assigned for Follow-Up:** | **Completion Date:** |
| 1  | Call to Order: (input time) |  |  |  |
| 2  | Adoption of Agenda: |  |  |  |
| 3  | Adoption of Minutes of (input date of previous meeting) |  |  |  |
| 4.  | Old Business – enter any action items or business carrying over from the last meeting | See following page(s) |  |  |
| 5.  | Regular Reports:5.1 Worksite inspection(s)5.2 First Aid/Injury Reports5.3 Incident Reports5.4 Near Miss Reports5.5 Unsafe Condition Reports5.6 Training | See Statistics Spreadsheet |  |  |
| 6. | New Business | See following page(s) |  |  |
| 7. | Next Meeting: (input, date, time and location) |  |  |  |
| 8. | Meeting Adjourned: (input time) |  |  |  |
| 9. | Approved minutes are to be filed by (enter department or staff member responsible), with a hard copy posted on (enter location). Electronic copies are provided to all JHSC members, senior management through the Management Representative and to the Union. A hard copy is to be posted on the health and safety bulletin board(s). |  |  |  |

Signature of both Co-Chairs is required

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(Co-Chair – Employee Representative) (Co-Chair – Employee Representative)

**Old Business**

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| --- |
| Agenda item #: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
|  |  |  |
| 2. |  |  |
| Agenda item #: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |
| Agenda item #: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |

**New Business**

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| --- |
| Agenda item #: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |
| Agenda item #: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |
| Agenda item #: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |

**Training**

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| Course: |
| Course Date(s): |
| Course Expiry Date(s): |
| Attendees: |
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