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 Reports  5.3 Incident Reports  5.4 Near Miss Reports  5.5 Unsafe Condition Reports  5.6 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**

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| 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**

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