

## Meeting Time and Location

Meeting Start Time

Meeting End Time

Meeting Date (yyyy/mm/dd)

Location

Meeting minutes are used to record health and safety concerns/hazards identified at the workplace and steps taken by the Joint Workplace Health and Safety Committee, Employer, and others to resolve these concerns/hazards. It is important to have detailed meeting minutes to identify hazards or non-compliances with occupational health and safety legislation - and work towards at a minimum ensuring compliance.

Committees must create and maintain meeting minutes and make them available for review. They are designed to provide everyone at your workplace with information on your committee's activities and progress to date.

Attendance	Present	Absent
Union Co-Chair:		
Management Co-Chair:		
Minute-Taker:		
<b>Union Members (Name and Occupation)</b>		
<b>Management Members (Name and Occupation)</b>		
<b>Guests and Others (Name and Additional Information)</b>		
<b>Total Employees in Attendance (Union and Management)</b>		



# Health and Safety Committee MEETING MINUTES

[illegible]



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[illegible]



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[illegible]

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Meeting Date (yyyy/mm/dd)

Item #	Discussion (Provide adequate description)	Recommendation or Action To Be Taken	Person Responsible (name & contact info)	Target Date/ Priority	Date Item Closed
5.0	<b>Workplace inspections</b> (e.g.: Report from Inspectors, review of items, if item is incomplete, identify why and status of completion)				
5.1					
6.0	<b>Other reports or communication</b> (e.g.: Government or Regulator Inspections/Visits/Complaints, Industrial Hygiene Reports [Exposure, Air Quality, Noise, Ergonomics, etc.], Safety Policy or Program Requests/Updates, Special Projects, External Safety Reports, Manufacturers' specifications or recalls, External Investigations or Audits, etc.)				
6.1					



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7.0	<b>Education, Training and Improvements</b> (e.g.: safety presentations, outside guests, educational sessions for committee on new hazards or other pertinent subjects, workplace OHS Training and education, improvements to health and safety program/training, etc.)				
7.1					
8.0	<b>Other Business/Roundtable</b> (opportunity for members to share information, record any points not covered, upcoming elections, etc.)				
8.1					

## Next Meeting:

Date (yyyy/mm/dd):

Scheduled Start Time:

Scheduled End Time:

Location:

## Co-Chairpersons' Signatures:

Please indicate by (X) in the brackets below who chaired this meeting.

BOTH Union and Management co-chairs must sign the Meeting Minutes when they agree that the minutes are complete and accurate. If one or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

( ) Union Co-Chair:



( ) Management Co-Chair:

PRINT

SIGNATURE

PRINT

SIGNATURE

## Meeting Minutes Distribution and Posting Locations:

Note: Post Meeting Minutes in conspicuous locations where they are most likely to be seen by workers.

Name(s):


Location(s):


## Committee Member Contact Information

Union Members - Name and Email Address:


Management Members Name and Email Address:
