

Joint Health and Safety Committee

MEETING AGENDA FORM (Sample)

MEETING AGENDA: *Agenda Focus: Workplace Specific Training*

DATE: *June 15 2007*

TIME: *10:00 am*

PLACE: *Training Room A*

ITEM	PRESENTER	APPROX. TIME (MIN)
1. MINUTES OF LAST MEETING	<i>Joe Davis</i>	<i>10 mins.</i>
2. INCOMPLETE PROJECTS <ul style="list-style-type: none"> <i>Workplace inspections</i> <i>Develop WHMIS specific training</i> 	<i>Abila Brown</i>	<i>10 mins.</i>
3. REGULAR REPORTS <ul style="list-style-type: none"> <i>Sandy and Mike will be completing inspections of 2nd, 3rd floor of Admin Bldg.</i> <i>Harold is currently working on WHMIS specific training, 1st draft complete</i> 	<i>Joe Davis</i>	<i>20 mins.</i>
4. EMPLOYER RESPONSE TO PAST RECOMMENDATION(S) <ul style="list-style-type: none"> <i>The recommendation to enhance workplace specific training has been accepted by the management team. A list of new training programs to be developed will be prioritized and placed into an action plan.</i> <i>The organization congratulated everyone for the successful run of NAOSH week.</i> 	<i>Abila Brown</i>	<i>5 mins.</i>
5. NEW PROJECTS <ul style="list-style-type: none"> <i>Develop new workplace specific PPE training program, including respiratory training and required fit testing</i> 	<i>Abila Brown</i>	<i>10 mins.</i>
6. NEXT MEETING <i>August 15, 2007</i>	<i>Joe Davis</i>	<i>5 mins.</i>

Joint Health and Safety Committee
MEETING AGENDA FORM

MEETING AGENDA:

DATE:

TIME:

PLACE:

ITEM	PRESENTER	APPROX. TIME (MIN)
1. MINUTES OF LAST MEETING		
2. INCOMPLETE PROJECTS		
3. REGULAR REPORTS		

ITEM	PRESENTER	APPROX. TIME (MIN)
4. EMPLOYER RESPONSE TO PAST RECOMMENDATION(S)		
5. NEW PROJECTS		
6. NEXT MEETING		