

Meeting Agenda Form

Meeting Date:
Meeting Time:
Meeting Location:

Fixed Agenda Items
1. Review of last month's minutes
2. Unfinished business
3. Workplace inspection review
4. First Aid review
5. Accident and incident review
6. Implementation review

Agenda Items (New Business)
1.
2.
3.
4.
5.
6.
7.
8.

Signatures
Worker chair:
Management chair:

Agenda to be sent out by worker or management committee chair one week prior to the meeting.