

Joint Health & Safety Committee Agenda

(date, time and location of meeting)

Present:

1. Call to order:
2. Adoption of Agenda
3. Adoption of Minutes of (input date of previous meeting)
4. Old Business

Action Items from last meeting

5. Regular Reports:

1. Worksite Inspections:

There should be one document that is a “roll-up” of all “findings” (safety hazards that required mitigation or require mitigation) from worksite inspections ([hyperlink to Safety Committee Worksite Inspection Review Template](#)) that have occurred during the previous month. This document should have been attached to the agenda when it went out (at least one week prior to the meeting) and been reviewed by all members in advance of the meeting. Discussion should only occur if any of the findings require further mitigation recommendations from the JHSC or clarification; otherwise, they should simply form part of the minutes.

2. First Aid and Injury Reports:

There should be one document that is a “roll-up” of all findings from the first aid book and injury reports that have occurred during the previous month. There should be no names attached to this document as the focus is the injury, not the person who had the injury. This document should have been attached to agenda when it went out (at least one week prior to the meeting) and been reviewed by all members already. Discussion should only occur if any of the findings require further mitigation recommendations from the JHSC or clarification; otherwise, they should simply form part of the minutes.

3. Incident Reports:

There should be one document that is a “roll-up” of all incident reports that have occurred during the previous month. This document should have been attached to agenda when it went out (at least one week prior to the meeting) and been reviewed

by all members already. Discussion should only occur if any of the findings require further mitigation recommendations from the JHSC or clarification; otherwise, they should simply form part of the minutes.

4. Near Miss Reports:

There should be one document that is a “roll-up” of all near miss reports that have occurred during the previous month. This document should have been attached to agenda when it went out (at least one week prior to the meeting) and been reviewed by all members already. Discussion should only occur if any of the findings require further mitigation recommendations from the JHSC or clarification; otherwise, they should simply form part of the minutes.

5. Unsafe Condition Reports:

There should be one document that is a “roll-up” of all unsafe condition reports that have occurred during the previous month. This document should have been attached to agenda when it went out (at least one week prior to the meeting) and been reviewed by all members already. Discussion should only occur if any of the findings require further mitigation recommendations from the JHSC or clarification; otherwise, they should simply form part of the minutes.

6. New Business

7. Meeting Adjourned at (input date).

Next Meeting:

(input date, time and location of next meeting)