

JOINT HEALTH AND SAFETY COMMITTEE MEETING AGENDA FORM

MEETING AGENDA FORM (Sample)

MEETING AGENDA: *Agenda Focus: Workplace Specific Training*

DATE: *June 15 2011*

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 RECOMMENDATIONS <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>

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

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Revised: March 2011