



## Joint Health and Safety Committee Agenda

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

1. **Review of agenda and minutes of previous meeting**
2. **Old business**
  - a. List action items from previous minutes
  - b. List any approvals and/or responses from Management
3. **Incident summary**
4. **Monthly reports from worker members**
  - a. Inspections
  - b. Audits
5. **Policy or program updates**
  - a. Policy review and/or update
  - b. New health and safety programs (e.g., new Risk Management Manual additions, new designated substance assessments or control programs)
6. **New business**
  - a. New items/issues
  - b. Ministry of Labour visits (if any)
  - c. Policies or programs
7. **Annual reviews**
  - a. Terms of reference (Date: \_\_\_\_\_)
  - b. Statistics summary (Date: \_\_\_\_\_)
  - c. Training (Date: \_\_\_\_\_)
  - d. Committee membership (Date: \_\_\_\_\_)
  - e. Designated substances (Date: \_\_\_\_\_)
8. **Other business**
  - a. Next meeting date: \_\_\_\_\_

Contacts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Worker co-chair: \_\_\_\_\_

Management co-chair: \_\_\_\_\_

Minutes prepared by: \_\_\_\_\_

Adapted from <https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives#section-6I>