

Worksite:

Occupational Health & Safety Committee Meeting Minutes

Date:

Chairperson's Name:

Recorder's Name:

Present: Name: _____ (job title, worker rep/employer rep)

Name: _____ (job title, worker rep/employer rep)

Name: _____ (job title, worker rep/employer rep)

Name: _____ (job title, worker rep/employer rep)

Joint OH&S Committee meetings must have at least four members.

Call to Order: (time)

Minutes of Last Meeting reviewed (attach a copy). Committee agrees to adopt the minutes as written.

Review of Incidents/Injuries and Investigations:

Make note of exact discussion around this, including who was presenting this and what was discussed. Make sure you review the "causes" of the injury as well as the actions taken to prevent any future injury. The actions taken must be assigned to a person or persons for completion of these items and must have a timeline for completion. The committee is to review whether or not the actions have been taken as detailed on the investigation. THIS MUST ALL BE DOCUMENTED to ensure WSCB knows there was a discussion about this including what was said by all.

If none, then state "none"

Review of Inspection Results:

Attach the inspection checklist to the minutes. Ensure a detailed description of what was discussed is put into the minutes. People who ask questions to clarify information on the checklist should be recognized by showing their inquiry on the minutes of the meeting.

Training Planned:

The committee should discuss the training needs of the employees and themselves as a committee and any upcoming training that is planned.

Discussion Items:

This is where ongoing business items should be placed. If there are any outstanding items the committee must nail down a person who will look into why the item is outstanding from the last month's report/minutes, and a timeline for completion, either or the item if it is in the power of the committee to complete the action OR for someone to get back to the committee about other department's plans around completing that item. Anything where the local committee is running into difficulty in getting answers to the questions they have, or getting resolution to the action item must be referred to the Central Committee for resolution.

This discussion must be documented in the minutes.

NOTE: any new business should not arise at the meeting but people should be made aware of the "new business items" when an agenda is issued prior to the meeting being held (at least three days in advance of the meeting), to give people time to prepare for that particular agenda item.

Date of Next Meeting:

Time Adjourned: