

**Joint Health and Safety Committee**  
**MEETING AGENDA FORM**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

ITEM	PRESENTER	APPROX. TIME (MIN.)
1. Minutes of Last Meeting <ul style="list-style-type: none"> <li>▪ Agenda</li> </ul>		
2. Outstanding Items <ul style="list-style-type: none"> <li>▪ Open items from previous minutes</li> <li>▪ Other items or projects</li> </ul>		
3. Regular Reports <ul style="list-style-type: none"> <li>▪ Inspections (review of priority or repeating issues)</li> <li>▪ Trends (First Aid, Hazard Reports, Incident Reports)</li> <li>▪ Investigations (Review of root causes and recommendations)</li> <li>▪ Violence Risk Assessment review (annual)</li> <li>▪ WHMIS program review (annual)</li> </ul>		
4. Employer Response to Past Recommendations <ul style="list-style-type: none"> <li>▪ Inspection reports</li> <li>▪ Formal recommendations</li> </ul>		
5. New Projects		
6. Next Meeting <ul style="list-style-type: none"> <li>▪ Date, time, location</li> <li>▪ Chairs(s)</li> </ul>		