

SAMPLE

JOINT HEALTH AND SAFETY COMMITTEES

Joint Health and Safety Committee Meeting *Sample Agenda*

ABC Company Joint Health & Safety Committee Meeting

Date _____ Time _____ Place _____

Item	Presenter	Approx. Time (in minutes)
1. Minutes of last meeting	Secretary	5
2. Unfinished business		
* Results of noise survey	Joe Smith	10
* Company response to recommendation No. 7: lighting at loading dock	Jean Sims	10
* Report on training courses and suggestions for more training	Mary Smith (co-chairperson)	10
3. Regular reports		
* Workplace inspections and recommendations	Jack Harrod	25
* Update on accidents and first aid	Joe Smith	10
4. Employer response to past recommendation No. 6	Harry Brown (co-chairperson)	5
5. New business		
* Preview film on back injuries	Jean Sims	20
6. Next meeting		
* Date and agenda item		