|  |
| --- |
| *Insert your logo here*  Activity 1&4 Form #4  JOINT HEALTH AND SAFETY COMMITTEE MEETING MINUTES |

|  |  |  |
| --- | --- | --- |
| EMPLOYER INFORMATION | | |
| Employer’s name (legal or trade name) For project sites, provide the name of the contractor responsible and consider the project site as the workplace.  Employer ABC | | |
| WORKPLACE ADDRESS | | |
| Street number | Street | Town/City |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MEETING INFORMATION | | | | | | |
| Date  Aug. 20th, 20xx (no meeting in July due to vacation) | Start time | End time | Location  Moncton | | | Previous meeting date  June 20th, 20xx |
| Co-chair’s name (employer rep)  Frank Jones | | | | Co-chair’s name (employee rep)  Helene St-Onge | | |
| Members present  Helene St-Onge, Lily Francoeur and Eric Demerchant | | | | | | |
| Members absent  Frank Jones | | | | | | |
| Guests  Not applicable | | | | | Recorder’s name  Matthew McLean | |

|  |  |
| --- | --- |
| STANDING ITEMS / REPORTS (items discussed at every meeting) | |
| Topic | Discussion (If actions are identified, add to the New Business section.) |
| Report from previous workplace Inspection- no inspection done for the month of July or Aug due to vacation |  |
| Report of incident: - One employee injured while working on stepladder. | JHSC to investigate. |
| Hazard reports: none reported to JHSC |  |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUSINESS CARRIED FORWARD (tasks/safety concerns that were not completed or resolved by the original target date) | | | | | | |
| Date reported to JHSC | Topic/concern | Dept/location | Target date | Recommendation | JHSC member responsible | Status |
| April 20th, 20xx | Report from workplace inspection: April  Rubber foot missing from step ladder |  | ASAP | Eric to look into buying new stepladder | Eric | Done  Buying new stepladder |
| May 20th, 20xx | Report from workplace Inspection: May:   * Floor slippery after rainstorm * Ladder unstable * Storage room a mess |  |  | Talk to Susan our manager. |  | Done  Susan has asked personal to clean up storage room. Ladder will be purchased and Wet floor signs have been purchased. |
| May 20th, 20xx | Report from hazard report:  Putting up sale signs an employee has to stand on last rung of step ladder and reach out. |  |  | Buying new step ladder |  | Done |
| May 20th, 20xx | First aid kit missing a lot of items |  | Sept. 20xx | Once we have new members they can take care of this. |  |  |
| May 20th, 20xx | First aid training expired |  | Sept. 20xx | Recommend to management to send 2 employees for training. |  |  |
| June 20th, 20xx | Review from workplace inspection- June:   * Ladder unstable * Storage room a mess * Sale signs not properly secured |  |  | First 2 items are repeats and are already on the May to do list above. |  |  |

section is for new health and safety concerns that have not been reviewed by committee members.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NEW BUSINESS (new health and safety concerns that have not been reviewed by committee members) | | | | | | |
| Date reported to JHSC | Topic/concern | Dept/location | Target date | Recommendation | JHSC member responsible | Status |
| Aug.20th, 20xx | Co-chair has resigned |  |  | Need to elect new employee co-chair |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| NEXT MEETING | | |
| Date  Sept. 20th, 20xx | Time | Location |

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURES | | | |
| Co-chair signature (employer rep)  Frank Jones | Phone number | Email address | Date |
| Co-chair signature (employee rep)  Helene St-Onge | Phone number | Email address | Date |

**Committees must retain minutes for a minimum of three years and have them available to WorkSafeNB on request.**

`For WorkSafeNB submission (on request only):

* **Email:** [jhsc-cmhs@ws-ts.nb.ca](mailto:jhsc-cmhs@ws-ts.nb.ca)
* **Fax**: Toll-free 1 888 629-4722