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| *Insert yourlogo here*Activity 1&4 Form #4JOINT HEALTH AND SAFETY COMMITTEEMEETING MINUTES |

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| 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      |

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| MEETING INFORMATION |
| DateAug. 20th, 20xx (no meeting in July due to vacation) | Start time      | End time      | LocationMoncton | Previous meeting dateJune 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 |
| GuestsNot applicable | Recorder’s nameMatthew McLean |

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| 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 |       |
|       |       |

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| BUSINESS CARRIED FORWARD (tasks/safety concerns that were not completed or resolved by the original target date)  |
| Date reportedto JHSC | Topic/concern | Dept/location | Target date | Recommendation | JHSC member responsible | Status |
| April 20th, 20xx | Report from workplace inspection: AprilRubber foot missing from step ladder |       | ASAP | Eric to look into buying new stepladder | Eric | DoneBuying 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. |       | DoneSusan 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.)

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| 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 |       |       |
|       |       |       |       |       |       |       |
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| NEXT MEETING |
| DateSept. 20th, 20xx | Time      | Location       |

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| 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
* **Fax**: Toll-free 1 888 629-4722