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| Activity 1&4 Form #1  *Insert your logo here*  JOINT HEALTH AND SAFETY COMMITTEE MEETING 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 | | | | | | |
| Date  April 12, 20XX (first meeting) | Start time | End time | Location  Moncton | | | Previous meeting date  Not applicable |
| Co-chair’s name (employer rep)  Frank Jones | | | | Co-chair’s name (employee rep)  Helene St-Onge | | |
| Members present  Frank Jones, Helene St-Onge, Lily Francoeur and Eric Demerchant | | | | | | |
| Members absent  Not applicable | | | | | | |
| Guests  Not applicable | | | | | Recorder’s name  Matthew 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 workplace inspection: April   * Rubber foot missing from ladder | Eric to look into buying new ladder  ASAP |
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| 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 |
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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 |
| April 20th, 20XX | Need to elect co-chairs |  |  | Election was done, 2 new co-chairs for a 2-year term. |  | Done |
| April 20th, 20XX | To add to stand items:  Hazard reports  Incident reports |  |  | For next meeting to include these 2 items |  | Done |
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| NEXT MEETING | | |
| Date  May 22nd, 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](mailto:jhsc-cmhs@ws-ts.nb.ca)
* **Fax**: Toll-free 1 888 629-4722