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| Activity 1&4 Form #1*Insert yourlogo here*JOINT 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 |
| DateApril 12, 20XX (first meeting) | Start time      | End time      | LocationMoncton | Previous meeting dateNot 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 |
| 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 workplace inspection: April* Rubber foot missing from ladder
 | Eric to look into buying new ladderASAP |
|       |       |
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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 |
|       |       |       |       |       |       |       |
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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 reportsIncident reports |       |       | For next meeting to include these 2 items |       | Done |
|       |       |       |       |       |       |       |
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| NEXT MEETING |
| DateMay 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
* **Fax**: Toll-free 1 888 629-4722