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| *Insert your logo here*  Activity 1&4 Form #2  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  May 20th, 20XX | Start time | End time | Location  Moncton | | | Previous meeting date  April 12th, 20XX |
| Co-chair’s name (employer rep)  Frank Jones | | | | Co-chair’s name (employee rep)  Helen 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: May:   * Floor slippery after rainstorm * Ladder unstable * Storage room a mess | Talk to Susan our store manager  ASAP |
| Review of incident reports- May:  none |  |
| Report from hazard report May:  Putting up sale signs an employee has to stand on last rung of step ladder and reach out.  No other hazard reports came to JHSC | Same as above comment to look into buying new stepladder. Also to ensure it is long enough for this type of job  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 |
| April 20th, 20XX | Report from workplace inspection: April  Rubber foot missing from ladder |  | ASAP | Eric to look into buying new stepladder | Eric | did not get a chance to ask Susan our store manager |
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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 |
| 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. |  |  |
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| NEXT MEETING | | |
| Date  June 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](mailto:jhsc-cmhs@ws-ts.nb.ca)
* **Fax**: Toll-free 1 888 629-4722