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| *Insert your logo here*  Activity 1&4 Form #3  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  June 20th, 20xx | Start time | End time | Location  Moncton | | | Previous meeting date  May 20th, 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 | | | | | | |
| Members absent  Eric Demerchant | | | | | | |
| 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.) |
| Review incident reports June. -none |  |
| Review from workplace inspection- June:   * Ladder unstable * Storage room a mess * Sale signs not properly secured * Light bulbs burned out over center displays | First 2 items are repeats and are already on the May to do list above.  Talk to maintenance to change light bulb and find adequate way to secure signs  Done for light bulb |
| Review hazard reports June: - none |  |
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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 step ladder |  | ASAP | Eric to look into buying new stepladder | Eric | Status: did not get a chance to ask Susan our manager  Nothing new to report |
| May 20th, 20xx | Report from workplace Inspection: May:   * Floor slippery after rain storm * Ladder unstable * Storage room a mess |  |  | Talk to Susan our manager. |  | Susan has been out on vacation have not yet spoken to her |
| 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. |  |  | Same as above comment…to look into buying a new stepladder and ensure it is long enough for this type of task. |  |  |
| 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. |  |  |

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 |
| June 20th, 20xx | Nothing new to report |  |  |  |  |  |
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| NEXT MEETING | | |
| Date  July 15th, 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