



Health and Safety Committee Meeting

Reference: GAM 3.48, Standard G

Minute Template

Corporate Bank: Health and Safety05/03/2012

(input name of JHSC) Health and Safety Committee Meeting Minutes		Date:		
Co-Chair:		Time:		
Participants:		Location:		
Recorder:				
Guests:				
Absent:				
Agenda Item number:	Issue/Discussion	Recommendation	Member Assigned for Follow-Up:	Completion Date
1	Call to Order: (input time)			
2	Adoption of Agenda:			
3	Adoption of Minutes of (input date of previous meeting)			
4.	Old Business – enter any action items or business carrying over from the last meeting			
5.	Regular Reports 5.1 Worksite inspection 5.2 First Aid/Injury Reports 5.3 Incident Reports 5.4 Near Miss Reports 5.5 Unsafe Condition Reports			
6	New Business			
7	Next Meeting: (input, date, time and location)			
8	Meeting Adjourned: (input time)			
8	Approved minutes are to be filed by (enter department or staff member responsible), with a hard copy posted on (enter location). Electronic copies are provided to al JHSC members senior management through the Senior Management Representative and to the Union. A hard copy is to be posted on the health and safety bulletin board. In my opinion, the above is an accurate record of this meeting			

Signature of both Co-Chairs is required

(Co-Chair – Employee Representative)

(Co-Chair – Employer Representative)