

# Workplace Committee Minutes Form



Meeting Information			
Workplace		Name of Person Recording the Minutes	
Meeting Start Date / Time		Meeting End Date / Time	

Attendee Information	
Attendee Name	Attendee Role

<b>1. Review and Approval of Agenda</b>	
<b>Amendments</b>	

<b>2. Review and Approval of the Prior Meeting Minutes</b>	
<b>Amendments</b>	

3. Follow-up on Items from Prior Meetings			
Item / Subject	Discussion	Decisions	Actions

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<b>4. Review of Matters Since Last Meeting</b>		
<b>4.1 Workplace Inspections</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>4.2 Employee Concerns / Complaints / Unsafe Work Refusals</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>4.3 Government Inspections and Orders</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>4.4 Health and Safety Program Activities</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>4.5 Progress on Health and Safety Improvement Initiatives and Objectives</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>

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<b>5. Annual Review and Planning Items</b>		
<b>5.1 Annual Incident and Accident Statistics</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>5.2 Planning Monthly Inspections</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>5.3 Monthly Meeting Dates and Agenda Items</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>
<b>5.4 Membership and Committee Roles</b>		
<b>Discussion</b>	<b>Decisions</b>	<b>Actions</b>

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5.5 Review of Health and Safety Policies and Procedures			
Discussion	Decisions		Actions

6. Other Business			
Item / Subject	Discussion	Decisions	Actions