### **Example** **Joint Health and Safety Committee Agenda**

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| Date: February 15, 2018  | Location: Meeting Room 1  |
| Time: 10:30am | Place: Head Office  |
| **Agenda Item**  | **Allotted Time**  |
| 1. 1. Roll Call Note those members present and absent; note guests and alternates.
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| 1. 2. Meeting Report Adopt report of the previous meeting as circulated, correcting any errors or omissions.
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| 1. 3. Review of First Aid and Accident/Incident
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| 1. 4. Review of Inspection Report
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| 1. 5. Unfinished Business
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| 1. 6. New Business
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| 1. 7. Monthly Education Topic
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| 1. 8. Recommendation(s) to Employer
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| 9. Program Reviews |  |
| 1. 10. Other Business
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| 1. 11. Adjourn
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