### **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. |  |
| 1. 2. Meeting Report Adopt report of the previous meeting as circulated, correcting any errors or omissions. |  |
| 1. 3. Review of First Aid and Accident/Incident |  |
| 1. 4. Review of Inspection Report |  |
| 1. 5. Unfinished Business |  |
| 1. 6. New Business |  |
| 1. 7. Monthly Education Topic |  |
| 1. 8. Recommendation(s) to Employer |  |
| 9. Program Reviews |  |
| 1. 10. Other Business |  |
| 1. 11. Adjourn |  |