

Joint Health & Safety Committee Monthly Minutes

School Logo

School/Site: _____

Date: _____ Meeting Time: _____ Meeting Location: _____

Attendance:

Note those members present and absent; note guests and alternates.

Member	Position	ASSOCIATION	PRESENT or ABSENT
Co-Chair			
Co-Chair			
Member			
Member			
Optional Member			
Optional Member			
Guest			

Each school or site committee must be comprised of both management and worker representatives and at least half the members must be worker representatives equaling no less than 4 persons when 20 or more are based at that location. Locations with less than 20 staff must have 3 person on the committee with the majority being workers representative and one management representative

The two co-chairs, one co-chair should be selected by the worker representatives of the committee. Another co-chair should be selected by the employer representatives of the committee.

The two worker representatives must be chosen by and represent the workers.

Alternate members should be selected to attend meetings or conduct committee business when regular members are not available.

Joint Health & Safety Committee Monthly Minutes

The purpose of the meeting is to provide positive participation and cooperation by employer and worker representatives. Committee members work together to promote health and safety in the workplace.

Activities that generate items for consideration include inspections, investigations of accidents/incidents, workplace hazards, investigations of worker complaints, consultations with technical experts and review of the workplace's occupational health and safety program.

Throughout all meeting reports, assign a different number to each item. Numbering should be continuous from meeting to meeting. It saves time and confusion and assists in maintaining control. The meeting reports should indicate action required, who is responsible and deadlines. The meeting reports should be studied carefully by the co-chairs and the members to ensure they are correct.

MINUTES OF PREVIOUS MEETING:

Adopt report of the previous meeting as circulated, correcting any errors or omissions. (Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Item #	Summary of	Actions/Comments	Person Responsible	Status
2012.06.22-01	Changed			

Joint Health & Safety Committee Monthly Minutes

Old /unfinished Business:

Item #	Summary of Issue	Actions/Comments	Person Responsible	Status
2012.06.22-01				

Joint Health & Safety Committee Monthly Minutes

Statistics

Monthly Summary

WorkSafeBC OH&S Regulation requires employers to maintain certain records, statistics and reports meaningful to an effective health and safety program and to make them available to Joint Health and Safety Committees.

Type	Last Year, Month	Current Year, Past Month	Year to Date	Y.T.D. Last Year
	i.e.: May 2011	i.e.; May 2012	i.e.; May 2012	i.e.: May 2011
Reported Only (First Aid)				
Medical Aid/Doctor/Emergency room visit				
STD (Time Loss)				
Days Lost				
Accident Investigations Conducted				

Item #	Summary of Issue	Actions/Comments	Person Responsible	Status
2012.06.22-01				

Joint Health & Safety Committee Monthly Minutes

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Total # of Old Business Items:
Total # of New Business Items:
Total # of Items with No Updates:
Total # of Completed Items:

Date and Time of Next Meeting:

Adjournment Time:

Minutes Distributed To:

- Hard Copy posted at the site Staff Room / Health and Safety Board
- Email to Manager, Occupational Health and Safety (Keith_MacDonald@sd34.bc.ca)
- Save Copy to Shared Drive : (at School)