University of Toronto

[Name] Joint Health and Safety Committee

MINUTES

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Location |  |

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| Name | Present (Y/N) | Member Category\* | Certified Member (Y/N) | Work Location(dept., bldg., room) |
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| (\*) W – Worker/Non-Management (if unionized, record name of union), M - management |

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| GUESTS: |
| Name | Title | Department |
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| MINUTES OF PREVIOUS MEETING:*(statement to indicate minutes of previous meeting have been read & acknowledged, and to record any corrections to it)* |
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| BUSINESS ARISING FROM MINUTES: |
| Item #: | Discussion(heading, description, actions taken, recommendations) | Actions Done By |
| 1 | Items arising from the minutes |  |
| 2 | Accident/Incident Report Review |  |
| 3 | Monthly JHSC Workplace Inspection  |  |
| 4 |  |  |

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| NEW BUSINESS: |
| Item #: | Discussion(heading, description, actions taken, recommendations) | Actions Done By |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

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| NEXT MEETING: |
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| Date: |  |
| Time: |  |
| Location |  |
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| SIGNATURES: |
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| Worker Co-Chair | Management Co-Chair |

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| CC: | *Responsible Line Manager**Department Heads**Union(s)**Safety Bulletin Boards**Office of Environmental Health and Safety, 215 Huron Street, 7th Floor*Irene Tang, JHSC Manager |