University of Toronto

[Name] Joint Health and Safety Committee

MINUTES

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

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

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| SIGNATURES: |
| |  |  | | --- | --- | | 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 |