

Joint Occupational Health & Safety Committee

Tip Sheet No. 1

What Should Be on a
JOHS Committee Agenda?

AWARE  NS

Nova Scotia Health + Community Services Safety Association

What should be on JOHS Committee Agenda?

The meeting agenda should cover the following items:

1. Call to Order.
2. Attendance/Regrets.
3. Approval of Agenda.
4. Read and approve minutes of previous meeting. Note corrections or changes.
5. Business arising from minutes.
 - a. Discuss status of previously submitted recommendations.
 - b. Request status report on any other pending old business.
 - c. Set target dates for completion of recommendations and other pending items.
 - d. Status report of goals and objectives.
6. Workplace health and safety topics for discussion- Discuss any problem trends.
7. Incident review.
 - a. Brief summary of number and type of incidents reported since last meeting.
 - b. Discuss severe or potentially severe cases including action to be taken or suggestions to minimize exposure.
 - c. Evaluate effectiveness of supervisor's investigation/prevention efforts.
8. Inspection Reports.
 - a. Report findings of safety inspections made by the committee members or others. Work areas/Department/Units should be inspected on a rotating basis.
 - b. Discuss and decide on action to be recommended as a result of reports.
 - c. Identify who will be responsible and establish time frame for action.
9. New Business
 - a. Request committee members to submit safety suggestions (brainstorm).
 - b. Comment on new safety procedures, equipment, etc., of interest to the committee.
 - c. Review of reports related to OH&S.
10. Updates on scheduled safety-training programs.
11. Adjournment.