

**Appendix 8.3, JOHS Committee Meeting Agenda**

**Joint Occupational Health & Safety Committee Meeting Agenda**

**Date:**

**Time:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location:** |  | | | |
|  | | | | |
| **Meeting called by:** |  | | **Type of meeting:** |  |
| **Please read:** Minutes from last meeting |  | | | |
| **Please bring:** Agenda |  | | | |
|  | | | | |
| **----- Agenda -----** | | | | |
| 1. **Call to Order**.  2. **Attendance/Regrets.**  3. **Approval of Agenda.**  4. **Read and approve minutes of previous meeting**  5. **Business arising from minutes.**  a. Discuss status of previously submitted recommendations.  b. Request status report on any other pending old business.  c. Set dates for completion of Recommendations & other pending items.  d. status report of goals and objectives  6. **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 investigation/prevention efforts. | | **7. Sub-committee reports**  8**. Inspection Reports.**   1. Review JOHS Committee Inspections 2. Review Departmental/Area Inspections 3. Discuss and decide on action to be   recommended as a result of reports.  9. **New Business**  a. Request committee members to submit  safety suggestions  b. Comment on new safety procedures,  equipment,  c. Review of reports related to OH&S.  10. **Updates on scheduled safety-training programs.**  11**. Adjournment.** | | |
|  | | | | |
| **Other Information** | | | | |