

Joint Health and Safety Committee  
**MEETING MINUTES RECORDING FORM (Sample)**

MINUTES OF MEETING:

DATE: *May 28, 2007*                      TIME: *10:00am*                      PLACE: *AC Training Centre*

MEMBERS: (* indicates a certified member)	PRESENT	ABSENT
WORKER CO-CHAIR: <i>Wilfred Boss</i>	<input checked="" type="checkbox"/>	
MANAGEMENT CO-CHAIR: <i>Sigrid John</i>	<input checked="" type="checkbox"/>	
SECRETARY: <i>Huma Khaled</i>	<input checked="" type="checkbox"/>	

WORKER MEMBERS PRESENT: *Mark Holtz, Katie Rowena,*

WORKER MEMBERS ABSENT: *Clara Campbell,*

MANAGEMENT MEMBERS PRESENT: *Anthony Racki, Abbey Anderson, Ronaldo Penn*

MANAGEMENT MEMBERS ABSENT: *Jaslyn Mackenzie,*

GUESTS: *None*

AGENDA ITEM NO.	DISCUSSION	ACTION BY
1	<p><u><i>Sharps Container</i></u>  <i>A work order will be submitted to move the sharps container closer to the sink and not by the entrance.</i></p>	<i>Brian Bolder</i>

MINUTES CONTINUED ON NEXT PAGE

NEXT MEETING DATE: *June 25, 2007*                      TIME: *10:00am*                      PLACE: *AC Training Centre*

SIGNED: <i>Wilfred Boss</i> WORKER CO-CHAIR	SIGNED: <i>Sigrid John</i> MANAGEMENT CO-CHAIR
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Joint Health and Safety Committee  
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MINUTES OF MEETING:

DATE:	TIME:	PLACE:		
<b>MEMBERS:</b> (* indicates a certified member)			PRESENT	ABSENT
WORKER CO-CHAIR:			<input type="checkbox"/>	<input type="checkbox"/>
MANAGEMENT CO-CHAIR:			<input type="checkbox"/>	<input type="checkbox"/>
SECRETARY:			<input type="checkbox"/>	<input type="checkbox"/>

WORKER MEMBERS PRESENT: \_\_\_\_\_

WORKER MEMBERS ABSENT: \_\_\_\_\_

MANAGEMENT MEMBERS PRESENT: \_\_\_\_\_

MANAGEMENT MEMBERS ABSENT: \_\_\_\_\_

GUESTS: \_\_\_\_\_

AGENDA ITEM NO.	DISCUSSION	ACTION BY

MINUTES CONTINUED ON NEXT PAGE

NEXT MEETING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
WORKER CO-CHAIR
MANAGEMENT CO-CHAIR



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MINUTES OF MEETING: (... continued)

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**AGENDA  
ITEM NO.**

**DISCUSSION**

**ACTION BY**

<b>AGENDA ITEM NO.</b>	<b>DISCUSSION</b>	<b>ACTION BY</b>

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NEXT MEETING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

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SIGNED: \_\_\_\_\_  
WORKER CO-CHAIR MANAGEMENT CO-CHAIR