

## Joint Health and Safety Committee MEETING AGENDA FORM (Sample)

MEETING AGENDA: *Agenda Focus: Workplace Specific Training*

DATE: *June 15 2007*

TIME: *10:00 am*

PLACE: *Training Room A*

ITEM	PRESENTER	APPROX. TIME (MIN)
1. MINUTES OF LAST MEETING	<i>Joe Davis</i>	<i>10 mins.</i>
2. INCOMPLETE PROJECTS  <ul style="list-style-type: none"> <li><i>– Workplace inspections</i></li> <li><i>– Develop WHMIS specific training</i></li> </ul>	<i>Abila Brown</i>	<i>10 mins.</i>
3. REGULAR REPORTS  <ul style="list-style-type: none"> <li><i>– Sandy and Mike will be completing inspections of 2<sup>nd</sup>, 3<sup>rd</sup> floor of Admin Bldg.</i></li> <li><i>– Harold is currently working on WHMIS specific training, 1<sup>st</sup> draft complete</i></li> </ul>	<i>Joe Davis</i>	<i>20 mins.</i>
4. EMPLOYER RESPONSE TO PAST RECOMMENDATION(S)  <ul style="list-style-type: none"> <li><i>– The recommendation to enhance workplace specific training has been accepted by the management team. A list of new training programs to be developed will be prioritized and placed into an action plan.</i></li> <li><i>– The organization congratulated everyone for the successful run of NIOSH week.</i></li> </ul>	<i>Abila Brown</i>	<i>5 mins.</i>
5. NEW PROJECTS  <ul style="list-style-type: none"> <li><i>– Develop new workplace specific PPE training program, including respiratory training and required fit testing</i></li> </ul>	<i>Abila Brown</i>	<i>10 mins.</i>
6. NEXT MEETING <i>August 15, 2007</i>	<i>Joe Davis</i>	<i>5 mins.</i>

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4. EMPLOYER RESPONSE TO PAST RECOMMENDATION(S)		
5. NEW PROJECTS		
6. NEXT MEETING		