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| Date and Time of Meeting: |  |
| Location:  |  |

**Committee Members:**

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| Employer Co-Chair:  |  |
| Employer member(s): |  |
| Employee Co-Chair: |  |
| Employee member(s): |  |

1. Review minutes from last meeting
	1. identify all items that have been resolved since the last meeting
	2. identify all items that still require resolution (and what actions have been taken to date and steps recommended for reaching a resolution)
2. Review issues resolved by individual committee members or supervisors.
3. Review illness, injuries and accidents since last meeting. Discuss procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
	1. List all incidents here
4. Review availability of safety and health training programs, educational or resource materials, etc.
	1. List training provided or required here
5. Consider new concerns or problems that have been brought to the committee's attention (by employees or management, or those identified during workplace inspections, surveys, committee investigations, etc).

NOTE: This must be posted on the safety and health committee bulletin board prior to each meeting and distributed to committee members at least 3 clear days ahead of the meeting