Sample Agenda for Committee Meeting

|  |
| --- |
| **McMaster University*****[Name]* Joint Health and Safety Committee****AGENDA****Chair:** Name of Chairperson**Date**: Day, Month, Year**Time**: xx a.m. to xx a.m.**Location**: Room # and Building Name**Review of Agenda and Minutes of Previous Meeting** **Old Business**(a) Action Items from Previous Minutes(b) Approvals/Responses from Management**Incident Summary** **Monthly Reports from Worker Members**1. Inspections
2. Audits

**Policy or Program Updates**(a) Policy review and/or update (b) New Health & Safety Programs (e.g., new Risk Management Manual additions)**6. New Business**1. New Items/Issues
2. UHS/FHSSO Updates
3. Ministry of Labour, Immigration, Training and Skills Development visits (if any)
4. Policy or Programs

**7. Annual Reviews**1. Terms of Reference (date)
2. Statistics Summary (date)
3. Training (date)
4. Committee Membership (date)
5. Designated Substances (date)

**8. Other Business** |
| **Contacts:**Worker Co-chair:Management Co-chair: Committee Administrator:   |