Sample Agenda for Committee Meeting

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| **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: |