**Workplace Safety & Health Committee**

**AGENDA**

**<Committee Name>**

**<Date>**

**<Time>**

**<Location>**

|  |
| --- |
| 1. **Welcome and Introductions**

<Name of Co-Chair chairing meeting><Guest(s) and reason for attendance> |
| 1. **Review and Acceptance of Agenda**
 |
| 1. **Approval of Previous Minutes**
 |
| 1. **Review of Action Items from Previous Minutes**
 |
| 1. **Safety and Health Services Update**
 |
| 1. **New Business**
2. <Insert item name>
3. <Insert item name>
 |
| 1. **Request Response from Employer**
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**Next Meeting Co- Chair : < Insert name >**

**Reminder:** Agenda needs to be sent out 7 days prior to meeting date