**Workplace Safety & Health Committee**

**AGENDA**

**<Committee Name>**

**<Date>**

**<Time>**

**<Location>**

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| --- |
| 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** |

**Next Meeting Co- Chair : < Insert name >**

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