**Workplace Safety & Health Committee**

**<Insert Committee Name>**

**<Insert Meeting Date>**

**<Insert Meeting Start and End Time>**

**<Insert Meeting Location>**

**MINUTES**

**Committee Members:**

**Management Members: Alternates:**

[ ]  **Co-Chair** Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

**Employee Members: Alternates:**

[ ]  **Co-Chair** Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

[ ]  Member Name, Member Title, Department [ ]  Alternate Name, Member Title, Department

**Guests (Guest attendance approved by Co-Chairs):**

Guest Name, Title, Department <Insert reason for attending>

Guest Name, Title, Department <Insert reason for attending>

Guest Name, Title, Department <Insert reason for attending>

1. **CALL TO ORDER: <Insert time>**
2. **WELCOME AND INTRODUCTIONS <insert name of Co-Chair chairing meeting>**
3. **REVIEW AND ACCEPTANCE OF AGENDA**

[ ]  Accepted

[ ]  Amended – if amended, list items below

* <list item and person responsible>
* <list item and person responsible>
1. **APPROVAL OF MINUTES FROM LAST MEETING <include date of minutes>**

[ ]  Accepted

[ ]  Amended – if amended, list items below

* <list item and person responsible>
* <list item and person responsible>
1. **REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>**
	1. **<list action item and date of origin>**

|  |  |
| --- | --- |
| ***Update:*** | * <insert brief bullet points>
 |
| ***Further Action Required:*** | [ ]  Yes [ ]  No (item is closed and no further action required) |
| ***Action:*** |  |
| ***Person Responsible:*** |  | ***Target Deadline:*** |  |

* 1. **<list action item and date of origin>**

|  |  |
| --- | --- |
| ***Update:*** | * <insert brief bullet points>
 |
| ***Further Action Required:*** | [ ]  Yes [ ]  No (item is closed and no further action required) |
| ***Action:*** |  |
| ***Person Responsible:*** |  | ***Target Deadline:*** |  |

* 1. **<list action item and date of origin>**

|  |  |
| --- | --- |
| ***Update:*** | * <insert brief bullet points>
 |
| ***Further Action Required:*** | [ ]  Yes [ ]  No (item is closed and no further action required) |
| ***Action:*** |  |
| ***Person Responsible:*** |  | ***Target Deadline:*** |  |

* 1. **<list action item and date of origin>**

|  |  |
| --- | --- |
| ***Update:*** | * <insert brief bullet points>
 |
| ***Further Action Required:*** | [ ]  Yes [ ]  No (item is closed and no further action required) |
| ***Action:*** |  |
| ***Person Responsible:*** |  | ***Target Deadline:*** |  |

1. **SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)**

**Attached.**

1. **NEW BUSINESS**
2. **<Insert New Business Item>**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Origin Name:*** |  | ***Date of Origin:*** |  |
| ***Issue:*** |  |
| ***Action:*** |  |
| ***Assigned to:*** |  | ***Target Date:*** |  |

1. **<Insert New Business Item>**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Origin Name:*** |  | ***Date of Origin:*** |  |
| ***Issue:*** |  |
| ***Action:*** |  |
| ***Assigned to:*** |  | ***Target Date:*** |  |

1. **<Insert New Business Item>**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Origin Name:*** |  | ***Date of Origin:*** |  |
| ***Issue:*** |  |
| ***Action:*** |  |
| ***Assigned to:*** |  | ***Target Date:*** |  |

1. **<Insert New Business Item>**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Origin Name:*** |  | ***Date of Origin:*** |  |
| ***Issue:*** |  |
| ***Action:*** |  |
| ***Assigned to:*** |  | ***Target Date:*** |  |

1. **<Insert New Business Item>**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Origin Name:*** |  | ***Date of Origin:*** |  |
| ***Issue:*** |  |
| ***Action:*** |  |
| ***Assigned to:*** |  | ***Target Date:*** |  |

1. **<Insert New Business Item>**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Origin Name:*** |  | ***Date of Origin:*** |  |
| ***Issue:*** |  |
| ***Action:*** |  |
| ***Assigned to:*** |  | ***Target Date:*** |  |

1. **REQUEST FOR REPSONSE FROM EMPLOYER (ie. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee).**

This is activated when the committee can no longer manage an issue. **It is the responsibility of the Management Co-Chair to escalate the issue(s) and recommendation(s) forward to the employer.** **The employer has 30 days to respond in writing back to the Committee.**

|  |  |
| --- | --- |
| **Date Sent to Employer:** | **Items requiring response from Employer:** |
| <insert date> | <insert item numbers that require response from employer> |

1. **MEETING ADJOURNED: <Insert time>**
2. **NEXT MEETING: <Insert meeting date>**

**These Minutes require Management and Employee Co-Chair Signature:**

Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi Pluchinski – jpluchinski@rrc.ca

**Management Co-Chair Signature: Employee Co-Chair Signature:**

<insert name> Date <insert name> Date

**Copy of minutes to be sent to the following within 7 business days of meeting:**

[ ]  WSH Committee Members

[ ]  Posted on designated WSH Committee bulletin board

[ ]  Dean or Director

[ ]  Safety & Health Services – safety@rrc.ca

Safety and Health Services will forward the meeting minutes to the Workplace Safety and Health Branch and post the minutes to the Sharepoint site.