

JOINT HEALTH AND SAFETY COMMITTEE

MEETING MINUTES



EMPLOYER INFORMATION		
Employer's name (legal or trade name) For project sites, provide the name of the contractor responsible and consider the project site as the workplace.		
WORKPLACE ADDRESS		
Street number	Street	Town/City

MEETING INFORMATION				
Date	Start time	End time	Location	Previous meeting date
Co-chair's name (employer rep)			Co-chair's name (employee rep)	
Members present				
Members absent				
Guests			Recorder's name	

STANDING ITEMS / REPORTS (items discussed at every meeting)	
Topic	Discussion (If actions are identified, add to the New Business section.)

BUSINESS CARRIED FORWARD (tasks/safety concerns that were not completed or resolved by the original target date)

Date reported to JHSC	Topic/concern	Dept/location	Target date	Recommendation	JHSC member responsible	Status

NEW BUSINESS (new health and safety concerns that have not been reviewed by committee members)

Date reported to JHSC	Topic/concern	Dept/location	Target date	Recommendation	JHSC member responsible	Status

NEXT MEETING

Date	Time	Location

SIGNATURES

Co-chair signature (employer rep)	Phone number	Email address	Date
Co-chair signature (employee rep)	Phone number	Email address	Date

Committees must retain minutes for a minimum of three years and have them available to WorkSafeNB on request.

For WorkSafeNB submission (on request only):

- **Email:** jhsc-cmhs@ws-ts.nb.ca
- **Fax:** Toll-free 1 888 629-4722