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| **Checklist outline** | Name Joint Health and Safety Committee Meeting Agenda |

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| **Meeting Schedule Information** |
| **Date** | Click or tap to enter a date. | **Time** |  |
| **Location** | *Meeting Location* |
| **Attendees** | **Member** | **Alternate** |
|  |[ ]  *Name* |[ ]  *Name* |
|  |[ ]  *Name* |[ ]  *Name* |
|  |[ ]  *Name* |[ ]  *Name* |
|  |[ ]  *Name* |[ ]  *Name* |
| **Chair** |[ ]  *Name* |[ ]  *Name* |

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| **Item #** | **Item Description** | **Discussion** |
| **1.0** | Attendance  | *Time Attendance Taken* |
| **2.0** | Adoption of Last Month Meetings | *Decision* |

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| **Item #** | **Item Description** | **Action / Responsible Person** | **Date Due** |
| **3.0** | **Old Business** |  |  |
| **3.1** | Item 1 Description inclusive of update from past month | Action Description Item 1 / Person Assigned | Date |
| **3.2** | Item 2 Description inclusive of update from past month | Action Description Item 2 / Person Assigned | Date |
| **3.3** | Item 3 Description inclusive of update from past month | Action Description Item 3 / Person Assigned | Date |
| **4.0** | **New Business** |  |  |
| **4.1** | Item 1 Description. Include when next update expected | Action Description Item 1 / Person Assigned | Date |
| **4.2** | Item 2 Description. Include when next update expected | Action Description Item 2 / Person Assigned | Date |
| **4.3** | Item 3 Description. Include when next update expected | Action Description Item 3 / Person Assigned | Date |

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| **Item #** | **Standing Reports & Standing Items** | **Discussion** |
| **5.0** | **Reports and Statistics** |  |
| **5.1** | First Aid |  |
| **5.2** | Incidents |  |
| **5.3** | Workplace Inspections |  |
| **6.0** | **Standing Items** |  |
| **6.1****6.2****6.3** | Item 1Item 2Item 3 |  |

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| **Item Number** | **Item Description** | **Discussion** |
| **7.0** | Adjournment | *Time* |