

Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes

To be completed monthly for every JOHSC meeting. For clinics with 20 or more directly employed workers.

Meeting details

Clinic name:

Location:
(in-person/virtual):

Date:

Meeting agenda

- | | |
|---|--|
| 1. Attendance
(Complete section and verify quorum) | 2. Administration
(Review past minutes and actions. Consensus approval of previous minutes, and additions to the agenda.) |
| 3. Safety Moment
(Pick a safety topic for discussion, e.g., ergonomics, de-escalation strategies, hazardous materials handling, emergency preparedness, incident reporting.) | 4. Standing items
(Topics to be discussed every meeting, e.g., education and training, clinic inspections, incident reports, equipment maintenance) |
| 5. Old items
(Review action items from past meetings that require follow-up or completion) | 6. New items
(E.g., new hazards, policy and procedure updates, new safety suggestions or concerns) |

JOHSC members attendance

Present	Name	Role (worker or employer representative)
		Co-chair (worker rep)
		Co-chair (employer rep)

Guest attendance (optional)

Present	Name	Reason (training, presentation, or consultation)

Administration

Recorder:		Call to order time:	
Quorum*:	Met	Not met	
Previous minutes:	Approved	Not approved	
Current agenda:	Approved	Not approved	

*Minimum number of JOHSC members required in the meeting:

- 50% of members plus one.
- Minimum of four members and at least one employer representative.
- Employer representatives cannot outnumber worker representatives.

Safety moment

Topic discussed:	
Comments:	

Standing items

Item #	Item description	Recommendation	Assigned to	Due date

CONTINUE

Old items

Item #	Item description	Recommendation	Assigned to	Completion date

New items

Item #	Item description	Recommendation	Assigned to	Completion date

CONTINUE

Next meeting

Location:

Date:

Time:

Note: JOHSC meeting records must be maintained for at least two years. The clinic may consider creating a health and safety folder to store these minutes and other documents. The last three months of committee minutes must be posted in the clinic for easy staff access.

SAVE / PRINT