

# 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.