

# Health and Safety Meeting Agenda and Minutes

For medical clinics with fewer than 20 staff members, use this template to record the details of the monthly health and safety meeting with workers.

<b>Clinic name:</b>	<b>Date:</b> DD / MM / YYYY
	<b>Time:</b> HH : MM
<b>Meeting occurrence:</b>	<b>Meeting location:</b>

## Attendance:

Name		
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	

<b>Present:</b>	<input type="checkbox"/> Employer physician	<input type="checkbox"/> Staff members
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## Agenda:

<b>1.1 Attendance</b> (Complete section)	<b>2. Standing items</b> (Education and training, clinic inspections, incidents reports, etc)
<b>1.2 Administration</b> (Review past minutes, actions, and additions to to the agenda)	<b>3. Old items</b> (Action items from past meetings)
<b>1.3 Safety Moment</b> (Pick a topic that is important to the clinic)	<b>4. New items</b>

**Administration:**

<b>Time:</b>	HH : MM	<b>Recorder:</b>	
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**Standing items:**

Item # (yy/mm-#)	Topic description	Discussion/recommendation	Responsibility and date for completion

**New items:**

Item # (yy/mm-#)	Topic description	Discussion/recommendation	Responsibility and date for completion

**Next Meeting:**

Date: DD / MM / YYYY

**Meeting location:**

Time: HH : MM

**REQUIREMENT: Meeting records must be maintained.**

It is advisable to keep meeting records for at least two years and make sure they are easily accessible to clinic staff and WorkSafeBC officers. The clinic may consider creating a health and safety folder to store these minutes and other documents.