**Occupational Health and Safety Committee Meeting**

***Date***

***Time***

***Location***

**AGENDA**

1. Welcome
2. Approval and additions to agenda
3. Review and approval of the previous meeting minutes
4. Review of the previous meeting’s action items and update on their status
   * Action item 1
   * Action Item 2
   * Etc….
5. Education (i.e. “Safety Talk” topic)
6. Review of workplace inspections
7. Review of employee events
8. Musculo-skeletal injury prevention (MSIP)
9. Upcoming safety-related training
   * Training topic, date, time, location, etc.
10. New business items
    * Item A
    * Item B
11. Next meeting date