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| **Occupational Health & Safety Committee Meeting*****Date******Time******Location*** |
| **Attendance – To be update and accurate for each meeting**

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| **Membership Representation = CUPE, PEINU, IUOE, UPSE, Management/Excluded****Attendance = P= Present R = Regrets T= Teams/Teleconference** |
| **Name** | **Membership Representation** | **Position** | **Location/Program** | **Attendance** | **Alternate Member** | **Attendance** |
| Jane Smith | Excluded - **Chair** | Clinic Manager | Maplewood Manor | P | Bob Simmons (Excluded) | R |
| John White | CUPE – **Co Chair** | Mental Health Manager | Public Health West | T | Paul Simpson (CUPE) | R |
| Jane MacDonald | PEINU - **Secretary** | RN | Western Hospital | R | Amy Johnson (PEINU) | P |
| Mary Anderson | IUOE | Diagnostic Services | Western Hospital | R | Julie Anderson (IUOE) | P |
| Jill MacDougall | UPSE | Home Care | Western Hospital | R | Matt Patterson (UPSE) | P |
|  |  |  |  |  | Wanda Collings (UPSE) | R |
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| **Resource (Ad Hock) = OHS MSIP EHN VP IPAC** |
| Kim McKenna | NA | Recourse | OHS | T |  |  |
| Name | NA | Recourse | VP | R |  |  |
| Name | NA | Recourse | MSIP | R |  |  |
| Name | NA | Recourse | EHN | R |  |  |
| Name | NA | Recourse | IPAC | R |  |  |

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| **Agenda Item** | **Discussion / Decision** | **Responsible for Action** |
| **Recorder:**  |  |  |
| 1. **Welcome**
 |  |  |
| 1. **Approval/Additions to Agenda**
 | *(E.g. Agenda approved as circulated. )* |  |
| 1. **Review and Approval of Previous Minutes**
 | * A
* B
* C
* D
 | Action to be completed – Name of individual responsible |
| 1. **Review of Previous Action Items**
 | * Action Item – Status
* Next item
* Etc….
 | Same as above |
| 1. **Safety Related Education and Training**
 | * Safety Talk
* Training Topic, date, time, location etc.
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| 1. **Review of Workplace Inspections**
 |  |  |
| 1. **Review of Employee Events** (No employee names, brief description only)
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| 1. **Recourses OHS MSIP ENH VP IPAC**
 |  |  |
| 1. **OHS Newsletter Review**
 |  |  |
| 1. **New Business Items**
 |  |  |
| 1. **Next Meeting Date**
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