**MEETING AGENDA**

#### Date: day, month, year Time: xx-xx a.m. or p.m. Location:

1. **Welcome & Introductions**
2. **Approval of the Agenda**
3. **Approval of the Minutes**
4. **Business Arising**
5. **New Business**
6. **Workplace Inspections Review**
7. **Accident/Incident, Near-Miss or Hazard Report Reviews**
8. **Other Business**
9. **Summary of Action Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Action Item** | **Who is Responsible** | **Date to be Completed** | **Completion Date** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |

Distribution List

|  |  |
| --- | --- |
| *Employee representatives* | *Management representatives* |
| First, Last Name, union, co-Chair | First, Last Name, position title, co-Chair |
| First, Last Name, union | First, Last Name, position title |
|  |  |
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