**MINUTES**

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

Present Regrets/absences

|  |  |
| --- | --- |
| First, Last Name (Chair) |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Approval of the Agenda**

**Motion:** to approve the agenda. ***Carried.***

1. **Approval of the Minutes**

**Motion:** to approve the minutes from month, day, year. ***Carried.***

1. **Business Arising**
2. **New Business**
3. **Workplace Inspections Review**
4. **Accident/Incident, Near-Miss or Hazard Report Reviews**
5. **Other Business**
6. **Summary of Action Items**

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

1. **Next meeting:**