

JOHSC Meeting Report

1. ADMINISTRATION			
Production Name:			
Meeting No.:	Date:	Location:	
IN ATTENDANCE			
NAME		TITLE	
REGRETS			
NAME		TITLE	
GUESTS			
NAME		TITLE	
MEETING START TIME:		MEETING FINISH TIME:	
2. REVIEW OF MINUTES OF LAST MEETING			
<input type="checkbox"/> Approved as prepared <input type="checkbox"/> Approved as amended herein:			
3. MATTERS ARISING/CARRIED OVER FROM PREVIOUS MEETINGS			
ITEM #	DISCUSSION/ACTION ITEM	STATUS/NEXT STEPS/TIMELINES	PERSON RESPONSIBLE

5. REVIEW OF WORKPLACE INSPECTIONS/HAZARD REPORTS (ATTACHED)			
<input type="checkbox"/> YES <input type="checkbox"/> NO Notes:			
6. NEW BUSINESS			
ITEM #	DISUCSSION/ACTION ITEM	STATUS/NEXT STEPS/TIMELINES	PERSON RESPONSIBLE
7. TRAINING COURSES TO BE SCHEDULED			
TRAINING		ATTENDEES	
8. SIGNATURE AND ACKNOWLEDGEMENT			
Employer Co-Chair		Worker Co-Chair	
Name:		Name:	
Sign:		Sign:	
9. DISTRIBUTION			
For Review:			
<input type="checkbox"/> Production Manager <input type="checkbox"/> Production Safety Representative(s)			
After Review:			
<input type="checkbox"/> Post on all health and safety notice boards (keep the last three meetings posted) <input type="checkbox"/> Distribute to all Joint Health and Safety Committee Members <input type="checkbox"/> Distribute to BC Council of Film Unions			
NEXT MEETING DATE:			