

COMMITTEE MINUTE FORM

See reverse for completion instructions
 Complete all sections - type or print clearly
 Phone (204) 945-3446
 FAX (204) 948-2209 or email: cominutes@gov.mb.ca



Complete Name and Address of Workplace Southern Health-Santé Sud Phone: Fax: Which Committee Meeting date/Time/location: Date of next meeting: Number of employees at the workplace:	Employer Members (list all) (Employer Co-Chair)	Occupation	Present	Absent
	Worker Members (list all) (Employee Co-Chair)			
	Guests (list any)			

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)	Status
	1. Call to Order	The meeting was called to order @		
	2. Additions/Approval of agenda			
	3. Approval of previous minutes	Minutes of the previous meeting were reviewed and accepted as circulated.		
	4. Old Business			<input type="checkbox"/> On Going <input type="checkbox"/> On Hold <input type="checkbox"/> Resolved
	5. New Business			<input type="checkbox"/> On Going <input type="checkbox"/> On Hold <input type="checkbox"/> Resolved
	5.2 Issues/Concerns/Problems arising			<input type="checkbox"/> On Going <input type="checkbox"/> On Hold <input type="checkbox"/> Resolved
	5.3 Site Inspection			<input type="checkbox"/> On Going <input type="checkbox"/> On Hold <input type="checkbox"/> Resolved
	6. Round Table			
	7. Date and Time Of Next Meeting(s)/Chair			
	8. Adjournment			

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair _____ () Print Name of Worker Co-Chair _____

Signature _____ Signature _____

Within 7 days, copy to: ① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board



① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board