**HSC Agenda**

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| **Date:** | **Location:** | |
| **Time:** | **Place:** | |
| **Agenda Item** | | **Allotted Time** |
| 1. Roll Call   Note those members present and absent; note guest and alternates. | | 1 min. |
| 1. Meeting Report   Adopt report of the previous meeting as circulated, correcting any errors or omissions. | | 1 min. |
| 1. Unfinished Business   (list the items for consideration) | | 5 min. |
| 1. Review of Work Site Inspection Report | | 5 min. |
| 1. Review of First Aid and Incident Investigations | | 5 min. |
| 1. Review of Hazard Identification Reports | | 5 min. |
| 1. New Business   (list items for consideration) | | 15 min. |
| 1. Training and Education | | 5 min. |
| 1. Recommendation(s) to Employer | | 15 min. |
| 1. Other Business   (list the items for consideration) | | 2 min. |
| 1. Adjourn  * Next work site inspection * Next meeting | | Total = 60 min. |

*NOTE: The recommended time limit of the meeting will be one hour to a maximum of two hours. If there is any unfinished business after the time allotted, additional meetings may be scheduled.*