**HSC Agenda**

|  |  |
| --- | --- |
| **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.*