|  |  |
| --- | --- |
| **General Meeting – Safety included**  |  |
|  DateLocation  | **Attendees:** **Regrets:** |
| ***Agenda Item*** | ***Notes*** | ***Action*** | ***Action By*** | ***Date*** |
| **1.0** | **Review of Agenda** |  |  |  |  |
| **2.0** | **Acceptance of previous minutes**  |  |  |  |  |
| **3.0** | **Old Business (carry over from previous meeting)** |  |  |  |  |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 3.3 |  |  |  |  |  |
| 3.4 |  |  |  |  |  |
| 3.5 |  |  |  |  |  |
| **4.0** | **Standing Agenda Items**  |  |  |  |  |
| 4.1 | Work Site Inspection Reports |  |  |  |  |
| 4.2 | Hazard Identification Reports |  |  |  |  |
| 4.3 | Review of Frist Aid & Incident Reports  |  |  |  |  |
| 4.4 |  |  |  |  |  |
|  |  |  |  |  |  |
| **5.0** | **New Business** |  |  |  |  |
| 5.1 | Employer Recommendation(s) |  |  |  |  |
| 5.2 | Work Refusals |  |  |  |  |
| 5.3 | Hazard Issues/Concerns |  |  |  |  |
| 5.4 |  |  |  |  |  |
|  |  |  |  |  |  |
| **6.0** | **Meeting adjourned** |  |  |  |  |
| **7.0** | **Next Meeting** **Next Inspection** |  |  |  |  |