

SAMPLE AGENDA

Occupational Health Committee (OHC)

Facility:

Date:

Attendance:

1. Approval of agenda
2. Approval of minutes of the last meeting
3. Old Business
 - a) Recommendations/implementations
 - b) Status of concerns from previous meeting
4. New Business
 - a) Review new OH&S policies
 - b) Review any new WHMIS 2015
 - c) Review injury trends (regional and local)
 - d) Review incidents/near misses – ask 5 Whys
 - e) Inspection report – ideally, inspection should be completed up to 2 weeks before meeting to keep concerns from those that completed the inspection clear
5. Plan staff awareness or 5 minute toolbox chats
6. Other
7. Next meeting date
8. Adjourn