

JHSC Meeting Agenda Template

A standardized agenda structure for Joint Health and Safety Committee meetings, aligned with Ontario OHSA best practices.

JHSC

Meeting Agenda

OHSA

Documentation

Worker Participation

Template

A structured agenda keeps JHSC meetings focused, legally compliant, and productive. Ontario's OHSA requires that committees meet regularly and address health and safety concerns systematically. This agenda template covers all standard agenda items and ensures no critical topics are overlooked. Circulate the agenda to all members at least 48 hours before the meeting.

Meeting Header

Complete before distributing to members.

■ Committee Name: _____

■ Date: _____

■ Time: _____

■ Location: _____

Standard Agenda Items — In Order

■ **Item 1 — Review of Agenda and Minutes:** Confirm previous minutes were read and acknowledged; record corrections

■ **Item 2 — Old Business:** Review action items from previous minutes; report approvals or responses from management

■ **Item 3 — Incident Summary:** Review all incidents, near-misses, and injuries since last meeting

■ **Item 4 — Monthly Reports from Worker Members:** Inspection findings and audit results

■ **Item 5 — Policy or Program Updates:** Policy reviews, new programs, designated substance updates

■ **Item 6 — New Business:** New issues, Ministry of Labour visits, new policies or programs

■ **Item 7 — Other Business**

Annual Review Items

Track and record the date each annual review item was last completed.

■ Terms of Reference — last reviewed: _____

■ Statistics Summary — last reviewed: _____

■ Training Records — last reviewed: _____

■ Committee Membership — last reviewed: _____

■ Designated Substances Assessment — last reviewed: _____

Contacts

■ Worker Co-Chair: _____

■ Management Co-Chair: _____

■ Minutes Prepared By: _____

■ Next Meeting Date, Time, and Location confirmed and communicated to all members

A well-run JHSC meeting follows a consistent agenda, produces documented minutes, and assigns clear follow-up actions. Consistency builds credibility — with workers, with management, and with Ministry of Labour inspectors.