



Joint Health & Safety Committee Meeting Checklist

Keep JHSC meetings substantive, not just procedural.

BEFORE THE MEETING

- ☐ Committee membership confirmed against requirements
- ☐ Agenda and previous minutes distributed in advance
- ☐ Incident and near-miss reports compiled since last meeting

DURING THE MEETING

- ☐ Outstanding action items reviewed
- ☐ New hazards or worker concerns discussed
- ☐ Recent inspection results walked through
- ☐ New action items assigned with an owner and a date

AFTER

- ☐ Minutes distributed within the required timeframe
- ☐ Required postings updated where applicable
- ☐ Action items tracked through to completion