**Meeting Date: \_ School/Location: \_\_**

**Items/points to be addressed during the JOHS meeting:**

1. **Review previous months JOHS minutes.**
2. **Review of Outstanding Items**
3. **Review of Inspections, if any**
4. **New Business**
5. **Review of Violent Incident(s)**
6. **Review of Workplace Incident(s)/Accident(s)**

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| **SECTION 1: Meeting Information**  |
| **School/Location** |  |
| **Meeting Date/Time:** |  |
| **Duration:** | **Start:**  | **End:** |
| **Attendees** |
|  | **Present** | **Absent** |
| **Employer Rep**  |  |  |
| **Worker CUPE 947** |  |  |
| **Worker CUPE 382** |  |  |
| **Worker GVTA** |  |  |
| **Other:** |  |  |

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| **SECTION 2: Previous Items****Note: Keep items on this section each month until marked as CLOSED or COMPLETE.** |
| **Original Meeting Date** | **Issue/Concern** | **Follow-up Needed** |
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| **SECTION 3: Review of Inspection, if any** |
| **Issue/Concern** | **Person Accountable**  | **Follow-up Needed** |
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| **SECTION 4: New Business****Note: If an item is not marked as CLOSED move to Section 2 next month to ensure follow up.** |
| **Issue/Concern**  | **Person Accountable** | **Follow-up Needed** |
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| **SECTION 5: Review of Violent Incident(s)** |
| **Incident**  | **Corrective Action(s)** | **Follow-up Needed** |
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| **SECTION 6: Review of Workplace Incident(s)/Accident(s)** |
| **Incident**  | **Corrective Action(s)** | **Follow-up Needed** |
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**Next meeting date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**