

Joint Occupational Health and Safety (JOHS) Committee Meeting Agenda

YOUR COMPANY NAME

Meeting Date: January 12, 2023	Time: 1:00 – 2:00 pm	Location: Main Boardroom
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Agenda Items:

1. Call to order & Welcome
2. Adoption of agenda
3. Review of previous meeting minutes - **December 15, 2022**
4. Regular reports:

First Aid and Injury Reports

- **December first aid and injury report**

Incident reports and investigations (including near misses)

- **Quarterly injuries and incidents report**
- **Threats of violence report**
- **Investigation on loose railing**
- **Investigation on paint odour in east wing**
- **Safe work procedure for moving boxes to basement closet in west wing**

Workplace inspection reports

- **Quarterly (October – December) site inspection report**
- **Annual maintenance tools inspection report**
- **Slings inspected for 4th quarter inspections**
- **November soaker pads and slider sheet condition report**
- **HVAC monthly review of system report**

Emergency drills

- **November earthquake drill feedback report**
- **December fire drill record**

Education and training

- **First Aid attendant training**
- **WHMIS 2015 training**
- **New safety huddle: Hazard Identification**
- **JOHS Committee training for new member**
- **New kitchen staff requires food safety certification**
- **Provincial Violence Prevention Curriculum training request**

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Other OHS reports

- **Improving safety culture - sub-committee report**
- **Annual review of health and safety program – 2022 (final report)**
- **WorkSafeBC indoor air quality site visit report**
- **Fire department annual review**

5. Unfinished Business

Item Number (year-month-item #)	Description	Person Presenting
2022-10-05	New worker health and safety orientation package and onboarding procedures update	Katie
2022-11-04	Parking lot safety upgrades	Garrett
2022-12-01	First Aid attendant training list update	Anna
2022-12-02	Corrective actions from November	Zach

6. New Business

Item Number (year-month-item #)	Description	Person Presenting
2023-01-01	Patient handling equipment vendor demonstration of new slider sheets and sling options for smaller workers	Katie and vendor
2023-01-02	Loose railing and stairwell blocked off	Garrett
2023-01-03	Paint odour investigation and discussion on corrective actions for contractors working at each site	Anna
2023-01-04	Fire drill for evening staff – discussion on timing	Mark
2023-01-05	Emergency fire drill record keeping discussion	Marga
2023-01-06	Monthly OHS topic evaluation: bullying and harassment	Brooke
2023-01-07	Working alone in east wing feedback	Katie

7. Next meeting

Next meeting date: February 8, 2023	Time: 1:00 – 2:00 pm	Location: Main Boardroom
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8. Adjourn

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