



**Saskatchewan Labour**  
Occupational Health  
and Safety

# Minutes

## Occupational Health Committee

**Complete all information on top: Type or print firmly**

Name of  
firm \_\_\_\_\_

**OHC#** \_\_\_\_\_

Mailing  
address  
& Postal  
Code \_\_\_\_\_

Phone: \_\_\_\_\_

Total # of  
workers in  
workplace \_\_\_\_\_

Worksite  
address \_\_\_\_\_

Phone: \_\_\_\_\_

Meeting  
date \_\_\_\_\_

Date of  
next meeting \_\_\_\_\_

Fax: \_\_\_\_\_

Employer  
Co-chairperson \_\_\_\_\_

Worker  
Co-chairperson \_\_\_\_\_

Management members

Occupation

Present

Absent

Worker members

Occupation

Present

Absent

**Item  
Date  
& No.**

**Problem or Concern**

Give full explanation and details  
Divide old/new concerns

**Action Taken or Proposed**  
name person responsible

**Target  
Date**

Other Business (including requests to Occupational Health and Safety)

**Distribute copies as follows:**

Copy 1 - Permanent Committee Files  
Copy 2 - Mail to Occupational Health  
and Safety  
Copy 3 & Post on Committee board  
for information of workers  
Copy 4 & Employer Copy

In my opinion the above is an accurate record of this meeting

\_\_\_\_\_  
Employer Co-chairperson

\_\_\_\_\_  
Worker Co-chairperson

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