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Date: Jan 3, 2013
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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Minutes of Meetings

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POLICY

It is the policy of Community Living Thunder Bay that the Joint Occupational Health and Safety Committee will maintain a written record of all meetings.

PURPOSE

To maintain a record of meeting proceedings, recommendations and to keep workers, supervisors and management apprised of committee activities.

RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee Co-Chairs to ensure meeting minutes are maintained.

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: Minutes of Meetings

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PROCEDURE:

1. Proceedings of the meetings will be recorded by the Admin Assistant.
2. Minutes will include all recommendations made by the committee as well as the outcome of previous recommendations.
3. Minutes of the meeting will be distributed within two (2) weeks after the date of the meeting to:
 - Committee members
 - All Joint Occupational Health and Safety Bulletin Boards
 - Executive Director
 - Senior Management
 - Team Leaders (Supervisors)
 - Coordinators
 - All service areas