

Company Name: _____

Health & Safety Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Joint Health and Safety Committee Monthly Meeting Template

1.0 Form Objective & Regulatory Context

This Joint Health and Safety Committee (JHSC) Monthly Meeting Template is designed to document the proceedings of mandatory monthly safety committee meetings as required by WorkSafeBC Part 3 (OHS Regulation) and Section 3.8. The form ensures that all statutory requirements are met, including the review of workplace hazards, incident trends, inspection findings, and the status of corrective actions. It provides a standardized record for audit readiness and continuous improvement of the health and safety program.

2.0 Administrative Details

Date of Meeting: _____

Time of Meeting (Start/End): _____

Location of Meeting: _____

Meeting Chairperson Name: _____

Meeting Secretary Name: _____

Number of Committee Members Present: _____

Quorum Achieved (Yes/No): _____

3.0 Audit / Inspection Items

- ☐ Pass ☐ Fail - Review and approval of previous meeting minutes.
- ☐ Pass ☐ Fail - Review of workplace inspection reports from the past month.
- ☐ Pass ☐ Fail - Review of incident/accident reports and near-miss trends.
- ☐ Pass ☐ Fail - Review of outstanding corrective actions and their status.
- ☐ Pass ☐ Fail - Discussion of new or emerging workplace hazards.
- ☐ Pass ☐ Fail - Review of worker health and safety concerns or complaints.
- ☐ Pass ☐ Fail - Review of training records and competency updates.
- ☐ Pass ☐ Fail - Discussion of changes to legislation or company safety policies.
- ☐ Pass ☐ Fail - Review of emergency response drills and equipment status.
- ☐ Pass ☐ Fail - Assignment of action items with responsible persons and deadlines.

4.0 Corrective Actions & Deficiencies

Issue Description: _____

Root Cause Analysis: _____

Corrective Action Required: _____

Responsible Person: _____

Due Date: _____

Status (Open/In Progress/Closed): _____

5.0 Sign-off & Authorization

Chairperson Signature: _____ Date: _____

Secretary Signature: _____ Date: _____

Management Representative Signature: _____ Date: _____

Worker Representative Signature: _____ Date: _____

Regulatory Disclaimer: This audit log is a generic safety template. The end-user assumes all liability for validating all inspection parameters against WorkSafeBC, OH&S, and specific equipment manuals before active shop floor deployment.