**OHS Committee Meeting Agenda Sample**

**Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Call meeting to order
2. Health and safety share
3. Review minutes of previous meeting(s)
4. Action outstanding items from last meeting
5. OHS activity

a. Workplace inspections

b. Workplace complaints/concerns

c. Incident reports

d. Right to refuse

e. Health/safety hazards

1. Review of OHS program element(s)
2. New business
3. Next meeting and adjournment