



**For assistance contact:**  
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 workplacenl.ca

# Occupational Health and Safety Minutes Report Form

Date of Meeting        /        /         
YYYY MM DD

WorkplaceNL Firm No.                                 

Site No.                                 

Employer

Employer (head office information)	Employer Representative(s)	Certification Training No.	Present (Y/N)
Company name: _____	Co-chair: _____	_____	_____
Mailing address: _____	assigned: _____ acting: _____	_____	_____
CITY PROVINCE POSTAL CODE	Members: _____	_____	_____
Worksite street address: _____	_____	_____	_____
Total number of employees on site: _____	_____	_____	_____
Date of next meeting: _____ / _____ / _____ <small>YYYY MM DD</small>	Worker Representative(s)	Certification Training No.	Present (Y/N)
Seasonal shut down start date: _____ / _____ / _____ <small>YYYY MM DD</small>	Co-chair: _____	_____	_____
Seasonal shut down end date: _____ / _____ / _____ <small>YYYY MM DD</small>	assigned: _____ acting: _____	_____	_____
26 minutes contact name: _____	Members: _____	_____	_____
Telephone _____	_____	_____	_____
Email: _____	_____	_____	_____
<b>Please ensure worksites are updated on WorkplaceNL's connect by managing your worksites under Worksite Information .</b>	Guest(s): _____	_____	_____
	_____	_____	_____

## PART 2 – OHS Activity

Since last meeting indicate the following:	From this meeting indicate the following:
No. of workplace inspections conducted _____	No. of safety hazards identified _____
No. of workplace complaints/concerns received _____	No. of health hazards identified _____
No. of incident reports reviewed _____	No. of outstanding items from last meeting _____
No. of right to refuse work situations _____	
<b>Summary of Meeting on reverse ⑤ or Attached Document ⑤</b>	

**PART 3 – Summary of Meeting**

<b>Item date</b>	<b>Item</b>	<b>Recommendation</b>	<b>Action by (who and when)</b>

Minutes of all OHS Committee meetings must be kept on file at the workplace, and a copy posted in a prominent area.

If you have a worksite with 20 or more workers, you are also required to submit your minutes on WorkplaceNL’s connect.