



For assistance contact:
 709.778.1552
 1.800.563.9000
 OHS.Minutes@workplacenl.ca

Visit us at:
 workplacenl.ca

**Occupational Health and
 Safety Minutes Report Form**

Date of Meeting / / WorkplaceNL Firm No. Site No.
YYYY MM DD

PART 1 – Employer

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

PART 2 – OHS Activity

Since last meeting indicate the following: No. of workplace inspections conducted _____ No. of workplace complaints/concerns received _____ No. of incident reports reviewed _____ No. of right to refuse work situations _____	From this meeting indicate the following: No. of safety hazards identified _____ No. of health hazards identified _____ No. of outstanding items from last meeting _____ <p style="text-align: right;">Summary of Meeting on reverse ⑤ or Attached Document ⑤</p>
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PART 3 – Summary of Meeting

Item date	Item	Recommendation	Action by (who and when)

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.