CALGARY SAFETY CONSULTANTS

JHSC Meeting Minutes Template

How to use this template

Use this template to record every regular and special meeting of your joint health and safety committee (JHSC), occupational health committee or workplace safety and health committee. It goes with our free guide, **How to Write JHSC Minutes and Recommendations**. Fill in what applies, skip what doesn't, and adapt the headings to your terms of reference and the law where you work. Some jurisdictions require a regulator's form or format; if yours does, use that form and treat this template as a checklist.

Steps

- **Before the meeting:** the recorder fills in the meeting details and copies open items from the action item log (page 6) into page 3.
- **During the meeting:** record attendance and quorum, then each decision with an owner by title and a due date. Read every action back before people leave.
- **Within two or three working days:** send the draft to both co-chairs for review and approval.
- **Once approved:** complete the before-posting checklist on page 7, post and distribute the minutes, file them with the regulator if your law requires it, and update the action item log.
- **Every item gets a number** (for example 2026-10-03) that it keeps in every set of minutes, in the log and in any recommendation letter until it's closed.

Definitions

Term	What it means
Quorum	The minimum number of members, and mix of worker and employer members, that must be present for the meeting's business to count. Set by law in some jurisdictions and by your terms of reference in others.
Co-chairs	The two people who lead the committee, one chosen by worker members and one by employer members. They approve the minutes.
Recorder	The person who takes the minutes. It can be a member or an administrative support person, but not whoever is chairing.
Action item	A task the committee agreed on, with an owner, a due date and a status, tracked until it's verified and closed.
Recommendation	Formal written advice from the committee to the employer. In most jurisdictions it starts a legal deadline for a written response.
Verified closure	The committee has checked in the field that the fix is in place and working, and the minutes record who checked and when.

Weak and strong minutes: a worked example

Weak entry	Strong entry
Forklift issue raised again.	Item 2026-10-04. Trailer creep at dock doors 3 and 4 during loading, two reports this month (Oct 2 and Oct 9). Night shift forklift operators exposed. Decision: recommend dock locks (Recommendation R-2026-07). Interim: wheel chocks at doors 3 and 4 now. Owner: warehouse supervisor. Due: Oct 17.
John complained about the noise.	Item 2026-10-05. Worker member reported ringing ears after shifts in the grinding room (worker identified by title only). Owner: safety coordinator to arrange noise readings. Due: Oct 31.
Inspection discussed.	October inspection of Shop 2: 6 findings, 4 corrected on the spot, 2 added to the log as items 2026-10-06 and 2026-10-07.

Keep medical details, injury specifics that could identify someone, and comments about anyone's performance out of the minutes. Identify people by title.

General information, not legal advice. Committee requirements for minutes, posting, filing, retention and responses to recommendations differ between provinces, territories and federally regulated workplaces and change over time, so confirm the rules that apply to you.

Meeting details

Committee name

Workplace or site

Meeting date

Start time

End time

Location or video link

Chair for this meeting

Recorder

Minutes number

Meeting type

- ☐ Regular meeting
- ☐ Special meeting
- ☐ In person
- ☐ Virtual or hybrid

Attendance

Name or title	Department or area	Worker member	Employer member	Present	Absent	Co-chair
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐

Guests or resource people (name or title, and item)

Quorum

- ☐ Quorum met
- ☐ Quorum not met (business recorded is not valid where the law says so)

Quorum rule used (law or terms of reference)

Worker members present

Employer members present

Approval of the previous minutes

- ☐ Approved as circulated
- ☐ Approved with corrections
- ☐ Deferred to next meeting

Corrections to the previous minutes

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Open action items from earlier meetings

Review these near the top of the meeting. Status: open, sent to employer, accepted, in progress, overdue, verified, closed. Avoid "ongoing".

Item no.	Action or hazard	Owner (title)	Due date	Status	New due date or note

Employer responses to recommendations

Check each response against the deadline in your law (21 or 30 days in many jurisdictions) and against what it must contain, such as a timetable or reasons.

Rec. no.	Subject	Date sent	Response due	Received	Committee satisfied	Next step
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

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Inspection, incident and investigation reviews

Report or reference	Key findings	Committee decision or action

New concerns and decisions

Record the hazard, where it is and who is exposed, not who raised it. Every decision gets an owner by title and a due date.

Item no.	Concern: hazard, location, who is exposed	Decision or action	Owner	Due

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Formal recommendations sent to the employer at this meeting

Rec. no.	Hazard or subject	Control recommended	Written response requested	Response due
			☐	
			☐	
			☐	
			☐	
			☐	

Use the JHSC Recommendation Letter Template for each formal recommendation, and attach a copy to these minutes.

Disagreements recorded

Item, each position summarized fairly without names, and the next step

Training, communication and statistics

Committee or worker training, messages for the workforce, injury and incident trends

Next meeting

Next meeting date | **Time** | **Location or link** | **Special topics**

Co-chair approval

Worker co-chair (name) | **Signature** | **Date**

Employer co-chair (name) | **Signature** | **Date**

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Keep one running log for the committee. Add every action and recommendation, review it at each meeting, and close items only after the fix is verified in the field.

Item no.	Source	Hazard and action or control	Owner	Raised	Due	Status	Verified and closed

Source: inspection, incident, worker concern, change, recommendation, other. Report open, overdue and closed counts at each meeting.

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Before-posting checklist

- ☐ Both co-chairs have reviewed and approved the minutes (both signatures where your law requires them).
- ☐ Every decision has an item number, an owner by title and a due date.
- ☐ No worker names attached to concerns, and no medical, injury or personal details.
- ☐ Short forms are spelled out and the language is plain enough for every worker.
- ☐ Formal recommendations are attached or listed, with the date sent and response due.
- ☐ The action item log matches these minutes.

Posting and distribution record

Date approved _____ **Date posted** _____ **Posting location(s) or link** _____

☐ Copy to every member ☐ Copy to employer ☐ Copy to union (on request)

☐ Filed with regulator ☐ Annual report updated

Filed with (regulator, date, reference) _____ **Filed by** _____ **Keep until (date)** _____

Minutes rules by jurisdiction (summary)

Jurisdiction	Posting and distribution	Filing with the regulator	Keep for
Alberta	Set in terms of reference (OHS Code s. 197)	Not routine	Special meeting minutes 2 years
British Columbia	Report to employer; 3 most recent posted (WCA ss. 43, 44)	Accessible to officers	2 years
Saskatchewan	Ministry format; posted until concerns resolved (s. 4-5)	Available to an OHO	Not set
Manitoba	Signed by both co-chairs and posted on the bulletin board (WSH Regulation ss. 3.7, 3.11)	Not routine	10 years (SAFE Work Manitoba)
Ontario	Recorded (s. 9(22)); Ontario guide recommends co-chair signatures and posting	Available to an inspector	Not set in s. 9
Quebec	Approved at next meeting (r. 8.3 s. 29)	Annual activity report to CNESST	At least 5 years unless own rules differ (r. 8.3 ss. 17, 29)
Federal	Approved by both chairs; to employees for 1 month (SOR/2015-164 s. 8)	Annual report by March 1 (s. 9)	2 years
Nova Scotia	Approved form; latest posted (ss. 31(g), 37(b))	To an officer on request	Not set
New Brunswick	Approved form; latest posted (s. 14(8), (9))	To the Commission on request	3 years (s. 14(10))
Prince Edward Island	Approved form; latest posted (ss. 25(7)(g), 27(7)(b))	To an officer on request	Not set
Newfoundland and Labrador	Commission's form; one copy posted (Regs s. 25(2))	One copy filed with the Commission	Not set
NWT and Nunavut	Kept on file and posted (Regs s. 43)	To the Chief Safety Officer if required	2 years (WSCC code)
Yukon	Records of committee duties (WSCB)	Not stated	Not stated

Free guide: calgarysafetyconsultants.ca/safety-guides/committees/jhsc-minutes/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.

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