

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

Appendix A – Sample Agenda

WORK PLACE HEALTH AND SAFETY COMMITTEE MEETING

ATLANTIC PILOTAGE AUTHORITY

DATE:

TIME:

LOCATION:

Agenda Items

Call to Order

Approval of Agenda

Approval of Minutes of Last Meeting

Business Arising From Minutes

New Business

Review of Occurrence Reports

Report on Action Requests Received

Review of Inspection Reports

Review of OHS System Performance Report

Discussion of Hazards Due to Anticipated Change

- (new tools, tasks, equipment, materials, conditions and people)

Next Meeting

- date, time & place

Adjournment