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| --- |
| Meeting Date: |
| Meeting Time: |
| Meeting Location: |
| Chairperson: |
| Attendees: |

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|  | Agenda Items (New Business) |
| Hazard/Item | Details and Description | Recommended Action | Responsible for Action | Date | Follow-up |
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| Additional Comments |
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| Meeting Close |
| Next meeting Date: |
| Time of meeting end: |
| Worker chair Signature: |
| Management chair Signature: |

Copy to be kept by the JHSC

Final copy to be posted within 5 working days of the meeting