
Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and workers must sign each page of the minutes when they agree that the minutes are complete and accurate.

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
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Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(X) Print name of Employee Chair Carrie Homeniuk () Print Name of Worker Chair Natasha Taiarol

Signature _____ Signature _____

COMMITTEE MINUTE FORM

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Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
F. Subcommittee	<p>Reporting incidents help identify where problem areas are on campus and help deal with them.</p> <p>HR is developing orientation tools for managers and new employees. These should be rolled out in early Spring. Request from committee members include Deans and Chairs when the materials are sent out) and in this package, there will be material that relates to Workplace Safety and Health, and conflict management. It will include details on what are the responsibilities as managers on various WSH items.</p>		WIP

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Signature _____ Signature _____