***SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)*** **SITE HEALTH & SAFETY COMMITTEE MEETING MINUTES**

***SITE:*** Site Name

Date: Insert DateTime: Insert Timeam/pm (circle one)

Present: Insert Name and Position

 Insert Name and Position

 Insert Name and Position

Insert Name and Position

Regrets: Insert Name and Position

 Insert Name and Position

*Meeting called to order by* Insert Name *at* Insert Time am/*pm*

**ADOPTION OF THE AGENDA**

*Adoption of the* Insert Date *Agenda*  *Motioned:* Insert Name *Seconded:* Insert Name *Carried*

**ADOPTION OF THE MINUTES**

*Adoption of the* Insert Date *Minutes Motioned:* Insert Name *Seconded:* Insert Name *Carried*

**CORRESPONDENCE**

Click here to enter text.

**OUTSTANDING HEALTH AND SAFETY WORK ORDERS**

Click here to enter text.

**UNFINISHED BUSINESS**

Click here to enter text.

**NEW BUSINESS**

Click here to enter text.

**SCHOOL INSPECTION RESULTS** (location & work order # if required)

Click here to enter text.

**MEETING ADJOURNED:**

 *Motioned:* Insert Name *Seconded:* Insert Name *Carried*

Meeting Adjourned: Insert Timeam/pm Next Meeting: Insert Date