

SAFETY COMMITTEE MEETING

| | | |
|--------------|------|--|
| Date | Time | |
| Organization | | |
| Location | | |
| Chairperson | | |

MEMBERS PRESENT

Write the names of those in attendance at this meeting. If needed, also make note of who was not able to make it to the meeting.

APPROVE MINUTES FROM LAST MEETING

Note here that the minutes were approved or write down any changes to the minutes.

ACTION ITEMS COMPLETED

Provide action item number, date completed, and any relevant notes.

ACTION ITEMS NOT COMPLETED

Provide action item number, reason not completed, and any relevant notes. Add to new action items list if completion is still pending.

SAFETY COMMITTEE MEETING

NEW BUSINESS

Review inspections, incidents, near misses, training, safety meetings, and new recommendations.

NEW ACTION ITEMS

Create an action item number and add person(s) assigned and target date.

OTHER NOTES

Add anything else discussed including reminders, progress updates, and items that should be added to the next meeting's agenda.

NEXT MEETING

| | | |
|---------------------|-----------|--|
| Date | Time | |
| Location | | |
| MINUTES PREPARED BY | | |
| Name | Signature | |