

**FORM**

# Safety Committee Meeting Minutes



*This form should be used to help you document safety committee minutes. Minutes should be kept for at least one year.*

**Meeting Date:**

**Location:**

**Chairperson:**

EMPLOYEE MEMBERS PRESENT	MANAGEMENT MEMBERS PRESENT	MEMBERS ABSENT

## Agenda (With Notes)

- I. Read, approve and correct minutes from the previous meeting.
  - [Notes]
- II. Cover any old business (e.g., share a progress report on items or hazards highlighted in previous meetings).
  - [Notes]
- III. Cover any new business (e.g., task an individual with researching a new hazard).
  - [Notes]
- IV. Review new incident reports.
  - [List action items and recommendations discussed.]

- V. Describe any accident investigations conducted since the last meeting.
  - [Note if you identified and corrected the cause of the unsafe situations.]
- VI. Discuss any other business.
  - [Describe.]
- VII. Review committee inspection reports.
  - [List actions taken or recommendations discussed.]
- VIII. Discuss items referred to your safety and health coordinator.
  - [List items and recommended action.]
- IX. Review your accident and illness prevention program.
  - [Ask your committee if it's working and if there are any recommended improvements.]

**Date of Next Meeting:**

**Time:**

**Location:**

**Secretary:**

**Chairperson (Signature):** \_\_\_\_\_

Prepared by RAM Mutual Insurance Company

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