Each safety committee meeting must be documented. These minutes will summarize the committee's activities. They should be posted in a designated place (on the intranet, on the employee bulletin board, etc.) and a copy will be given to management.

Use the template on the following page for documenting the minutes of each meeting.

Recommended Safety Committee Meeting Agenda

- Review of previous meeting minutes and status of recommendations.

- Recent facility inspection(s) with action items – include date, time, list of the inspection items, and names of inspector(s) and of person(s) responsible for completing the action items.

- Next scheduled inspection – include date, time and inspector(s) assigned.

- Review of injuries and incident trends, along with recommendations for improvements, including timeline to implement the recommendations and person(s) responsible.

- Review of suggestions received from employees along with recommended action(s).

- Previous safety training (with feedback if applicable) and recommendations for upcoming training topics.

- Other miscellaneous safety items.

Meeting Date: _____ **Start Time:** _____ **End Time:** _____

Meeting Location: _____ **Chairperson:** _____

Members Present:

Previous meeting minutes from _____ **were read.**

Review of previous meeting minutes:

Review status of all previous recommendations:

Safety inspection follow-up items and person(s) responsible:

Next scheduled safety inspection date: _____

Inspector(s):

Review of previous incidents, near misses and status of corrective actions:

Review of new incidents, near misses, corrective action recommendations and committee member(s) responsible for ensuring that corrective action is implemented:

Employee suggestions / comments and recommended action(s):

Safety training that has occurred since last committee meeting:

Future safety training ideas:

Additional items for discussion:

Next scheduled safety committee meeting (date): _____