

Safety and Health Committee Meeting Record

1. Use additional pages, if necessary, to describe events fully.
2. Keep minutes on file for one year plus the current year.
3. Print legibly or type.

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|--------------|----------|-------------|
| Meeting date | Location | Chairperson |
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Persons Present (Designation: E=Employee M=Management) Use the back of this form if more are present.

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Persons Absent

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Agenda (suggested items)

1. Invocation

2. Read, approve, and correct minutes from previous meeting

3. Monthly safety training (attach training materials)

4. Old business (report progress on items discussed from previous meetings)

5. New business (list each hazard or item to discuss, and assign someone to research or follow up)

6. Review incident and inspection reports, including any incomplete action items

7. Other business (describe)

8. Review and track safety performance indicators (such as safety training, safety action requests, job safety observations, inspections, and so on)

9. Items referred to management (if applicable)

Comments

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| Date and time of next meeting | Place of next meeting |
|-------------------------------|-----------------------|

Minutes approved (chairperson's signature)
