

Safety Committee Agenda & Minutes (Pg. 1)

Business Name:

Date and Time of Meeting:

Chairperson:

Members & Guests Attending:

Accidents and Near-Misses

(Discuss accidents and incidents since the last meeting. Can anything be learned from these events? Are changes needed, such as guarding, work practices, training, supervision, etc.?)

Old Business

Read minutes of the previous meeting. Check the old recommendations and record them below. Each recommendation must be carried forward until completed, withdrawn, or rejected.

Status of items not complete: *(i.e. 98-1 Still waiting for parts needed.)*

Items resolved since last meeting: *(i.e. 98-2 rejected, 98-3 completed.)*

Safety Committee Agenda & Minutes (Pg. 2)

New Business

If safety inspections were completed since last meeting, discuss and record the findings. Then ask for input from the committee on each of the following: 1. Work Procedures (Is there a way to do our work more safely?) 2. Company Policies (Do the current policies meet company needs?) 3. Training (Do all employees know what they need to know?) 4. Safety and Health suggestions. From this information, and the review of accidents, decide if any new recommendations are needed. Record new recommendations here. Number by year, i.e. '97-4, '97-5, '98-1, '98-2, and so on.

Other Items

Use this section to make a record of significant activities since the last meeting, note reminders which do not require a formal recommendation, or make any other comments which the committee desires to record.

Where and when will the next meeting be?

A copy of the minutes goes on the employee bulletin board(s), to each committee member, and to top management of the company. Keep a copy in the committee records for at least 3 years.