

These are sample forms to use for your agenda and meeting minutes. Review and edit as needed for your safety committee.

To committee:

The next meeting of the _____
Company/division

safety committee will be _____
Date Time

Location

In addition to normal agenda items, please be prepared to discuss the following:

Safety committee chairperson

Phone number

Safety committee agenda/minutes

Company name: _____

Division/department: _____ Date and time: _____

Chairperson: _____

Members present: _____ Members absent: _____

_____	_____
_____	_____
_____	_____
_____	_____

Old business

Recommendations not completed; (use recommendation number) reason(s):

Recommendations completed:

New business

Review of inspections; safety and health training; new recommendations (number using year and sequential numbers: 91-4, 91-5, etc.):

Safety/health suggestions submitted:

Safety committee agenda/minutes

(Continued from previous page)

Summary of current losses (review by injury/accident type, department, etc.)

The following incidents which occurred since the last meeting were discussed:

Date of injury/illness	Causes/description	Recommendation/action taken
_____	_____	_____
_____	_____	_____
_____	_____	_____

Progress report (activities/results since last meeting):

Other committee remarks (reminders on safety/health items not requiring recommendations):

Next meeting: _____

Date

Time

Place

Present meeting adjourned: _____

Time

Maintain on file for three years
Post on employee bulletin board(s)
Copies to safety committee; management