

Safety Committee or Meeting Template

Safety Committee or Safety Meeting Agenda

Date:

Attendees:

1. Quick items:
 - ☐ Minutes from last safety committee or safety meeting
 - ☐ Any other business that does not require discussion
2. Unfinished business from last meeting:
3. Any hazards reported during this time period?
Discuss and plan a course of action to address the hazard(s).
4. Describe any accident investigations conducted since the last meeting.
Did you identify and correct the cause of the unsafe situation(s)?
If not, plan a course of action.
5. Discussion: Select a safety and health-related topic for discussion.
Make sure you provide needed support materials.
6. Other safety-related topics:



Remember:

- ☐ Document attendance
- ☐ Write down subjects discussed
- ☐ Keep records from meetings
- ☐ Prepare minutes from each safety committee
- ☐ Preserve safety committee minutes for one year
- ☐ As requested, make safety committee minutes available for review by L&I