

SAFETY COMMITTEE MEETING MINUTES

Meeting Date:	Time Started:	Time Ended:
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MEMBERS PRESENT	DEPARTMENT

MEMBERS ABSENT	DEPARTMENT

ORDER OF BUSINESS
1. Review of old business: Including review of any pending recommendations and actions taken. 2. Study of accidents occurring since last meeting and suggestions for prevention of recurrence. 3. Report of safety educational or promotional activities. 4. Review of inspection reports. 5. Recommendations from Accident Investigation Reports and Employees. 6. Date of next meeting, special program if any, and inspections.

COMMENTS: (USE OTHER SIDE IF NECESSARY)

Chairperson Signature:	Date:
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