



## Safety Committee or Meeting Agenda **TEMPLATE**

Date:

Attendees:

1. Quick items
  - Minutes of last 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 it.
4. Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)? If not, plan a course of action.
5. Discussion. Choose a topic from the list on page 18. Make sure you provide all of the needed support materials.
6. Other safety-related topics:

### REMEMBER TO

- Document attendance.
- Write down subjects discussed.
- Keep records from meetings.
- Prepare minutes from each safety committee.
- Preserve minutes for one year.
- Make minutes available for review by L&I as requested.