Safety Committee Meeting Minutes

Location	Date	Time
Attendees		
Name	**Department**	
Members Absent		
Name	**Department**	
Meeting Minutes		
Introduction		
Discussion of New Safety Hazards and Concerns		
Review of Recent Safety Incidents and Investigations		

Review of Safety Suggestions Submitted to the Committee

Review of Scheduled Safety Hazard Inspections

Additional Discussion Items

Open Action Items			
Action Item	**Person Responsible**	**Date Assigned**	**Date Due**