



SAFETY COMMITTEE MEETING AGENDA

Committee chairperson should call group to order, assign a member to take minutes and proceed with business. The conventional order of business for a safety committee meeting is the following:

A. ATTENDANCE SIGN IN

B. REVIEW AND APPROVAL OF PREVIOUS MINUTES

C. OLD BUSINESS REVIEW

- a) Discuss status of previously submitted recommendations.
- b) Update status on special assignments or any other pending old business.

D. REVIEW ACCIDENTS/INCIDENTS

- a) Review of recent accidents/incidents to include near misses.
- b) Summarize any trending; the frequency, departments/activities, etc.
- c) Conduct and review root cause analysis
- d) Follow or assign corrective actions.

E. INSPECTION REPORTS

- a) Review safety inspections conducted by committee members or others.
- b) Discuss and assign any corrective actions.

F. NEW BUSINESS

- a) Request committee members to submit safety suggestions and or issues.
- b) Comment on new safety procedures, equipment, etc., of interest to the committee.
- c) Other new business or special subject matter.