

Safety Committee meeting minutes

Organization name: _____

Each Safety Committee meeting must be documented. These minutes will summarize the Safety Committee's activities. They should be posted in a designated place on the employee bulletin board, and a copy will be given to management. While the minutes do not need to be typed or conform to any strict format, they should, at a minimum, include the names of the persons attending along with the following items.

Recommended agenda:

- Review of previous meeting minutes and status of recommendations.
- Recent facility inspection(s) with action items—include date, time, list of the inspection items, and names of inspector(s) and person(s) responsible for completing the action items.
- Next scheduled inspection—include date, time and inspector(s) assigned.
- Review of injuries and incident trends, along with recommendations for improvements, including timeline to implement the recommendations and person(s) responsible.
- Review of suggestions received from employees along with recommended action(s).
- Previous safety training (with feedback if applicable) and recommendations for upcoming training topics.
- Other miscellaneous safety items.

You can use the template provided for documenting the minutes of each meeting.

Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.