Sample Safety Meeting Agenda

1. Accidents, injuries, near-misses, discuss
   - incidents that have occurred in your company since the last meeting,
   - any follow-up that has been done as a result of investigations into incidents,
   - Incidents that have happened in other companies.
   - Updates to the company’s Accident Prevention Plan from “lessons learned.”

2. Results of safety inspections.
   - Discuss the results of recent safety inspections.
   - Follow up on assignments for eliminating or controlling identified hazards.
   - Encourage employees to identify any unsafe conditions or tasks, and discuss ways to eliminate or control the hazards.
   - When appropriate, assign responsibilities for eliminating or controlling identified hazards.

3. Training.
   - Discuss any new safe work procedures or other policies and procedures that need to be implemented.
   - Safety Topic of the Month: a presentation and discussion on the chosen topic.

4. Open forum.
   - Any one who has a concern about safety and health should bring it up for discussion.

5. Next meeting.
   - Set the time, date and place for the next meeting.
   - Select a Safety Topic and designate the presenter/discussion leader.

Persons attending this meeting:

_________________________________  __________________________________
_________________________________  __________________________________
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Signed: ________________________________