

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:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed: _____