

## Safety and Health Committee Meeting Record

1. Use additional pages, if necessary, to describe events fully.
2. Keep minutes on file for one year plus the current year.
3. Print legibly or type.

Meeting date	Location	Chairperson
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**Persons Present** (Designation: E=Employee M=Management) Use the back of this form if more are present.


**Persons Absent**


**Agenda** (Suggested items)

1. Invocation

2. Read, approve, and correct minutes from previous meeting

3. Monthly safety lesson (attach lesson materials)

4. Old business (report progress on items discussed from previous meetings)

5. New business (list each hazard or item to discuss, and assign someone to research or follow up)

6. Review accident and inspection reports (if applicable)

7. Other business (describe)

8. Items referred to management (if applicable)

**Comments**

Date and time of next meeting	Place of next meeting
Minutes approved (chairperson's signature)	