

SAFETY COMMITTEE MEETING AGENDA

IIPP: APPENDIX A

MEETING DATE: _____ HELD AT: _____

TIME START: _____ TIME STOP: _____

1. Members present:

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

2. Confirmation of minutes from previous meeting.

3. Matters arising from minutes of previous meeting.

4. Reports: (such as accident, monitoring reports, assessments made, and investigative results).

5. New business:
Action items, persons responsible for new action items, target dates to complete projects, safety inspection reviews, and any new item that needs committee input.

6. General business: Opportunity to discuss other matters.

7. Review policies: Details of any reviews carried out at meeting, policy or procedure review.

8. Close with review of future action items and responsibilities.