

APPENDIX D-3

Safety Committee Meeting Minutes

Site:

Building:

Date:

Elected Members Present:

Appointed Members Present:

Review minutes of last meeting. Approved? Yes No

Corrections and/or additions to the minutes:

- 1. Unfinished business from last meeting:**
- 2. Any hazards reported since the last meeting:**
- 3. Review all employee accidents reported since the last meeting. Was the unsafe action or condition identified and corrected? A copy of the supervisor's report is to be reviewed by the Safety Committee.**
- 4. Is our accident and occupational illness prevention program working? What improvements would you suggest?**
- 5. What other safety-related topics did you cover in this meeting?**

Date & time of next meeting:

Location of next meeting:

Minutes prepared by:

Committee Chairperson:
