Minutes from my safety committee

Date: today's meeting /	1	Keep until / /	
Attending			
Absent			

What are the issues and hazards?

Include any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices.

Recommendations for correcting hazards

Include recommendations for correcting hazards and reas	sonable deadlines for management to respond
Recommendations	Deadline for response
Person who will follow up on recommendations	