

SAFETY MEETING AGENDA

Location: _____

Facilitator: _____

Attendees:

Meeting Objectives:

To review safety policies, discuss recent incidents, identify hazards, and promote continuous safety improvements to ensure a safe working environment for all personnel.

Agenda Items:

1. Review of Previous Meeting Minutes
2. Safety Incident Reports and Analysis
3. Hazard Identification and Risk Assessment
4. Safety Training and Compliance Updates
5. Emergency Procedures Review
6. Equipment and PPE Checks
7. Open Discussion / Employee Feedback
8. Action Items and Responsibilities
9. Scheduling Next Safety Meeting

Safety Incident Summary:

Provide summary of any incidents or near misses since the last meeting, including root cause analysis, corrective actions taken, and lessons learned.

Hazard Identification and Control Measures:

Discuss potential hazards identified in the workplace and review existing or proposed control measures to mitigate risks. Encourage employee participation in hazard reporting.

Training and Compliance:

Review ongoing and upcoming safety training sessions, certifications, and regulatory compliance requirements applicable to employees and contractors.

Emergency Preparedness:

Review emergency response plans, evacuation procedures, and availability and condition of emergency equipment. Confirm roles and responsibilities.

Equipment and PPE:

Inspection status of safety equipment and personal protective equipment (PPE). Address any deficiencies and schedule maintenance or replacement as necessary.

Open Discussion and Feedback:

Opportunity for employees to raise safety concerns, suggestions, or observations. Document all feedback and assign follow-up actions.

Action Items:

List all safety-related action items agreed upon during the meeting, responsible persons, and deadlines for completion.

FACILITATOR SIGNATURE

SAFETY OFFICER SIGNATURE

Signature: _____

Signature: _____

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