

APPENDIX B — MEETING FORMAT

PRIOR TO MEETING

- **Prepare and send an Agenda** in advance of meeting (*see: Form 1—Agenda*). While committee members assist in identifying issues to be included in an Agenda, the committee secretary is responsible for the Agenda's composition and distribution to members.
- **Review the minutes** from the last meeting and **check on the status of pending actions**.

AT MEETING TIME — Start on time!

- I. **Introductions:** Chairperson, secretary, new members and guests (*give new members the Safety Committee Charter and supporting documents*).
- II. **Approval of minutes** from previous meeting.
- III. **Old Business:**
 - a. Review outstanding issues—any unfinished business;
 - b. Report on outstanding Action items/projects;
 - c. Acknowledge and record any written response from Campus Administration.
- IV. **Regular Business:**
 - a. Review Medical Incident Report;
 - b. Review Hazardous Safety Condition report;
 - c. Review Inspection reports;
 - d. Review/update Emergency Team list; building coordinator and floor monitor lists; and monthly building evacuation procedures.
- V. **New Business:**
 - a. Identify new Action items with assigned responsibilities: Who; What; When.
 - b. Address new issues brought by members, Administration, employees or other departments.
- VI. **Upcoming Safety Training** — Set dates and times
- VII. **Round Table Discussion**
- VIII. **Safety & Risk Services Report**
- IX. **Set date for next Meeting**

NOTES:

- *Secretary prepares this meeting's minutes and distributes copies to committee members within ten (10) working days of meeting.*
- *The approved previous month's minutes are made available to all employees by posting on campus Safety Bulletin Boards; and a copy is sent to the designated Campus Administration representative.*