

SAFETY COMMITTEE AGENDA

Campus/Center: _____

Building and Room No.: _____

Date: _____

Time: _____

- I. Introductions: Chairperson, secretary, new members, and guests (*give each new member the Safety Committee Charter and supporting documents*).
- II. Approval of previous minutes (note last meeting's date). Ask for a motion and a second of approval; membership then votes yes or no to accept minutes as read.
- III. Old Business:
 - a. Review outstanding issues—unfinished business.
 - b. Reports on Action items/projects from last meeting.
 - c. Acknowledge and record any written response from campus/center administration.
- IV. Regular Business:
 - a. Review Medical Incident Report.
 - b. Review Hazardous Safety Condition Report.
 - c. Review Inspection Reports.
 - d. Review and update Emergency Team listing; Building Coordinator and Floor Monitor list; and monthly building evacuation procedures.
- V. New Business:
 - a. Identify new Action items and assign employees' responsibilities;
 - b. Address new issues from administration, employees, or departments.
- VI. Identify upcoming safety training dates.
- VII. Round Table discussions by committee members.
- VIII. Safety & Risk Services Report.
- IX. Set next Meeting Date and Time: _____