Safety Committee Charter – Form 1: Safety Committee Agenda

Campus/Center: _____

Building and Room No.: _____

Date: _____ Time: _____

I. Introductions: Chairperson, secretary, new members, and guests.

II. Approval of minutes from previous meeting.
Meeting 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
      - _____
      - _____
      - _____
   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 Incident Report Summary
   b. Review Supervisor Investigation Reports
   c. Review Hazardous Condition Report
   d. Review Inspection Reports:
      Building _____
   e. 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. Upcoming safety training and dates.

a. _____
b. _____
c. _____

VII. Round Table discussions by committee members.

VIII. EH&S Report.

IX. Set next Meeting Date and Time: _____