

Safety Committee Charter – Form 2: Safety Committee Minutes

Campus/Center: _____ Bldg/Room: _____

Date: _____ Time: _____

The Safety Committee Meeting was opened by _____
Chairperson, with the following members in attendance:

	MEMBER NAME	WORK TITLE	COMMITTEE POSITION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

The minutes of the previous meeting were read and adopted as read or changed per the Committee amendments.

Motion: _____

Second: _____

Old Business: ACTIONS COMPLETED

- Item: _____

- Item: _____

- Item: _____

- Item: _____

Regular Business:

Incident Report Summary: _____

Supervisor Investigation Reports: _____

Hazardous Conditions Report: _____

Inspection Reports: _____

Review of Emergency Team listing; Building Coordinator and Floor Monitor lists; monthly building evacuation procedures: _____

New Business: *ACTIONS TO BE ADDRESSED*

- Item: _____

- Item: _____

- Item: _____

- Item: _____

Upcoming Safety Training and Dates: _____

Round Table Discussion: _____

EH&S Report: _____

NEXT Meeting—Time and Date: _____