

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 the previous meeting. Meeting Date: _____
Ask for a motion and a second of approval; membership then votes yes or no to accept minutes as read or amended.

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 _____

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. Set next Meeting Date and Time: _____