

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:

	<i>MEMBER NAME</i>	<i>WORK TITLE</i>	<i>COMMITTEE POSITION</i>
1			
2			
3			
4			
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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: _____

New Business: *ACTIONS TO BE ADDRESSED*

● Item: _____

● Item: _____

● Item: _____

● Item: _____

Upcoming Safety Training and Dates: _____

Round Table Discussion: _____

Next Meeting—Time and Date: _____