# Safety Meeting Minutes

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| --- | --- | --- | --- | --- | --- | --- |
| Safety meeting conducted by: | | | |  | | |
| Date of meeting: | | |  | | Time: |  |
| Attendees: | |  | | | | |
| Cc: |  | | | | | |

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| --- | --- | --- | --- | --- |
| **Item** | **Description of Discussion** | **Person Responsible** | **Completion Due Date** | **Completed On** |
| 1 | **Safety/environment items** |  |  |  |
| 2 | **Other topics discussed**        **Inspections**  **Assessments**  **Industry alerts**  **Close calls and near misses**  **Incidents and investigations** |  |  |  |
| 3 | **Follow up on old business** |  |  |  |
| 4 | **New business** |  |  |  |

# Employee Sign-In

|  |  |
| --- | --- |
| **Name** | **Signature** |
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