

MEETING MINUTES

A copy of this report should be kept on file and posted in a central employee area for review.

Meeting Details			
Company Name:		Date of Meeting:	
Meeting Location:		Time of Meeting:	
Members Present:		Members Absent:	

Order of Business

	Responsible Person	Proposed Completion Date
Review of Prior Minutes		
Old Business		
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•		
•		
New Business		
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•		
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Facility Inspection Review		
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•		
Incident & Injury Reports (since last meeting)		
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•		
General Comments or Other Business		
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Date and time of next meeting:	
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Committee Chairperson Signature

Date