

## **Guidelines: Safety Committee Meeting Agenda**

The chairperson should direct group discussion while adhering to the agenda. If the agenda can be given to all members in advance (three days, at least), members will arrive at the meeting better prepared. The agenda will also remind members of their responsibilities if, for example, their reports are part of the agenda.

A standard agenda form can be developed by the safety committee to fit its own needs. The agenda should be attached to meeting minutes for distribution or posting.

The agenda should be typed on company letterhead or printed by hand. Limit it to one page and include the following:

- Date of meeting
- Location
- Starting and ending times (2 to 3 p.m., for example)
- Topics to be discussed
- Special guests or speakers

## **Example: Agenda**

### **Safety Meeting Agenda**

XYZ Safety and Health Committee

Date: October 10, XXXX

To: Each member, alternates, bulletin board

Time: 10:00—11:00 AM

Place: Conference Room

#### **Agenda Items**

#### **Person Responsible**

1. Old Business
  - a. Review September's Recommendations
  - b. Follow Up On Quarterly Inspection
2. New
  - a. Annual Safety and Health Review Policy
  - b. Elect New Members
3. Monthly Training (20 minutes)

**Note:** Please bring your notes on September's workplace inspection to the meeting.