



## Safety Meeting Minutes

[your company name/logo here]

Date & time: _____		Meeting Leader: _____	
<b>Standard Meeting Topics</b>		<b>Additional notes &amp; details:</b>	
Action items from previous meeting			
Review of recent near misses or incidents			
Workplace inspection results			
Employee concerns			
<b>Specific Safety Issues</b>	<b>Y</b>	<b>N</b>	<b>This Meeting Topic:</b>
Emergency evacuation plan			
Communication plan			
PPE			
First aid			
Fire procedures			
Weather hazards			
Ground conditions			
Buddy system			
Working alone or in isolation			
Vehicle safety			
Traffic safety			
Equipment safety			
Today's Safety Topic			

