

# Safety Meeting Minutes

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					



