



Safety Meeting Minutes

[your company name/logo here]

Date & time: _____		Meeting Leader: _____	
Standard Meeting Topics		Additional notes & details:	
Action items from previous meeting			
Review of recent near misses or incidents			
Workplace inspection results			
Employee concerns			
Specific Safety Issues	Y	N	This Meeting Topic:
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			

