

Prevention Connection



Safety resources to protect your world

Sample Safety Committee Meeting

Facilitator:
Chairperson:
Minutes:

Date:
Attendees:

1. Purpose *(identify the following during the first meeting and review at the beginning of meetings)*
 - a. Why have these meetings? What will be accomplished?
 - b. *Mission Statement: (can review the Company's established statement or create one specific to the Committee)*
 - c. *Company Values: (review to align Committee with Company's established values)*
2. Goals
 - a. TRIR, loss time
 - b. Field Safety Reviews by Department
3. Current Rates and Incidents
 - a. Safety Now publication review
 - b. Near Miss Reports from previous month
 - c. Review Work Comp and Auto Accidents from previous month
4. Open Action Items
 - a. What is completed from last meeting
 - b. What is still open and why
5. Feedback
 - a. What are you hearing from the field and warehouse employees
 - b. What stories, good or bad, can you share
6. New Action Items
 - a. Assign person and deadline
 - b. Choose a safety topic for next monthly safety meeting (may be different by department)