**Safety Committee Meeting Agenda**

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| **Meeting Details** | |
| Date: | Location: |
| Start Time: | End Time: |
| **Attendees** | |
| **Name** | **Department** |
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| **Agenda** | |
| 1. Review previous meeting’s notes 2. Discuss recent safety events in the facility/worksite 3. Complete a walkthrough of a specific work area and collect feedback from workers 4. Talk about findings of the walkthrough 5. Go over the safety topic of the meeting 6. Brainstorm process improvement ideas 7. Schedule action items for future implementation | |
| **Notes/Action Items** | |
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