

Safety Resources from **KEMI**

Sample Safety Committee Minutes

Date of Meeting: _____ Time: _____ Next Meeting: _____

COMMITTEE MEMBERS & GUESTS IN ATTENDANCE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PENDING BUSINESS

PRIOR RECOMMENDATIONS

Completed since last meeting: _____

Under Consideration _____

Dropped (provide recommendation & reason dropped) _____

ACCIDENTS & NEW RECOMMENDATIONS

Accidents (dates, names, description): _____

New Recommendations: _____

OTHER SAFETY ACTIVITIES

New: _____

Items that should receive publicity: _____

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