



Time meeting called to order: \_\_\_\_\_ Approval of minutes from last meeting: \_\_\_\_\_

**OLD BUSINESS:**

---

---

---

**NEW BUSINESS:**

---

---

---

**REVIEW OF HAZARD REPORTS:** (Findings and recommendation)

DATE	HAZARD/DEFICIENCY REPORTED	ACTION TAKEN	ASSIGNED TO	COMPLETION DATE

**REVIEW OF SAFETY AND SANITATION INSPECTIONS:** (Findings and recommendations)

DATE	HAZARD/DEFICIENCY REPORTED	ACTION TAKEN	ASSIGNED TO	COMPLETION DATE

**REVIEW OF SAFETY WORK ORDERS:** (Findings and recommendations) (Copy and paste from Micro Main)

---

---

---

---

**REVIEW ACCIDENT/INJURY REPORTS:** (Determine if cause is identified and corrected)

---

---

---

---

**RECOMMENDATIONS FOR IMPROVEMENTS TO THE SAFETY PROGRAM**

---

---

Next scheduled meeting date/time: \_\_\_\_\_ / \_\_\_\_\_ Time meeting adjourned: \_\_\_\_\_

Minutes prepared by \_\_\_\_\_

Chairperson/designee \_\_\_\_\_

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Safety Chair **COPY** - HQ Risk Management Safety Office, Safety Bulletin Board posting