

Approval of minutes from last meeting: _____

REVIEW OF INSPECTION/HAZARD REPORTS: (Findings and recommendation)

Date	Hazard/Deficiency Reported	Action Taken	Assigned To	Completion Date

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

EVALUATE/DISCUSS ACCIDENT/INJURY REPORTS: (Determine if cause is identified and corrected)

EVAULUATE WORKPLACE SAFETY PROGRAM AND DISCUSS RECOMMENDTIONS FOR IMPROVEMENT:

MONTHLY TAILGATE TRAINING TOPIC AND DESCRIPTION: (Attach to minutes)

Next Scheduled Meeting Date/Time: _____ Time meeting adjourned: _____

Minutes prepared by

Supervisor Signature

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