



# Safety Meeting Minutes

Your Business Name: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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## Attendees

## Agenda

1. Review of previous minutes
2. Review Workplace Inspections since last meeting
3. Review incidents or injuries since last meeting
4. Update on previous issues
5. Safety review of upcoming work
6. Review of Safe Work Procedures and/or Risk Assessments
7. New issues

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## Minutes

Item	Discussion
1.	
2.	
3.	
4.	
5.	
6.	
7.	

**Record actions on other side...**

## Action Items

Remember to choose SMART actions - Specific, Measurable, Attainable, Realistic and Timely

Action No.	Action Item	By Who	By When	Date Completed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				