

Safety and Health Committee Meeting

Agenda

<Insert Company
Logo>

Site	Meeting No.
Date	Time
Venue	Chair Person

Attendees

Name	Position	Department

Agenda

No	Topic	Responsibility
1	Welcome and Introductions	Chair
2	Minutes of last meeting	Chair
3	Business arising from previous meeting	Chair
4	Key safety statistics for the previous month	Chair
5	Significant Incidents / Hazards	Chair
6	Incident Report Review	TBA
7	Safety Improvement Program <or safety objectives and targets>	TBA
8	Health and Safety Topic of the Month	TBA
9	Inspection / Audit results	TBA
10	Safety / Incident Alert	HS Rep
11	Safety Representatives Feedback	HS Rep
12	New business	All