# SAFETY MEETING AGENDA

**COMPANY:**

**MEETING DATE:**  Time Start: \_\_\_\_\_\_\_\_\_\_\_\_

 Time End: \_\_\_\_\_\_\_\_\_\_\_\_

**1. People present:**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**2. Old Business:**

**3. Accident Report review:**

**4. Inspection Reports:**

**5. New Business**

**6. Present safety topic:**

**7. Other Notes:**

Notes taken by:

Meeting Chaired by: TITLE: