**Model Safety Committee Meeting Agenda #1**

**Date & Time:** **Location:**

**Goal of Meeting:** *insert the 1 or 2 things that must be accomplished at this meeting. What will make this meeting productive in the eyes of the attendees?*

**Item 1:** DISCUSSION **Leader:** Chairperson

Is there anything new or developing since the Agenda was developed that we need to add to the agenda?

**Item 2:** 🞏 INFORMATION ONLY 🞏 DISCUSSION 🞏 DECISION NEEDED **Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Insert a sentence or two about the topic to be informed, discussed or decided. If it is a discussion or decision item, a good practice is to phrase this in a form of a question. Try to give the attendees notice of what input they should be prepared to give at the meeting.*

**Item 3:** 🞏 INFORMATION ONLY 🞏 DISCUSSION 🞏 DECISION NEEDED **Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Insert a sentence or two about the topic to be informed, discussed or decided. If it is a discussion or decision item, a good practice is to phrase this in a form of a question.*

**Item 4:** 🞏 INFORMATION ONLY 🞏 DISCUSSION 🞏 DECISION NEEDED **Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Insert a sentence or two about the topic to be informed, discussed or decided. If it is a discussion or decision item, a good practice is to phrase this in a form of a question.*

**Item 5:** DISCUSSION **Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injury / Illness and Accident Review *Insert the list of injuries to be reviewed-no names or specifics of the injury and treatment.*

**Item 6:** Reports from department representatives

*Reports may include safety training completed since last meeting and upcoming safety activities*

**Item 7:** Conclusion

Did we meet the goal of the meeting?

Next meeting: *insert date, time, and location*

**Model Safety Committee Meeting Agenda #2**

**Date & Time:** **Location:**

**Goal of Meeting:** *insert the 1 or 2 things that must be accomplished at this meeting. What will make this meeting productive in the eyes of the attendees?*

|  |  |
| --- | --- |
| Agenda Item | Leader & Time Frame |
| DISCUSSIONIs there anything new or developing since the Agenda was developed that we need to add to the agenda? | Leader: ChairpersonTime frame:  |
| Old Business |
| 🞏INFORMATION / DISCUSSION / DECISION NEEDED*Insert a sentence or two about the topic to be informed, discussed or decided. If it is a discussion or decision item, a good practice is to phrase this in a form of a question. Try to give the attendees notice of what input they should be prepared to give at the meeting.* | Leader:Timeframe: |
| New Business |
| 🞏INFORMATION / DISCUSSION / DECISION NEEDED*Insert a sentence or two about the topic to be informed, discussed or decided. If it is a discussion or decision item, a good practice is to phrase this in a form of a question.*  | Leader:Timeframe: |
| 🞏INFORMATION / DISCUSSION / DECISION NEEDED*Insert a sentence or two about the topic to be informed, discussed or decided. If it is a discussion or decision item, a good practice is to phrase this in a form of a question.*  | Leader:Timeframe: |
| Injury / Illness & Accident Review |
| DISCUSSION*Insert the list of injuries to be reviewed-no names or specifics of the injury and treatment.* | Leader:Timeframe: |
| Reports from department representatives |
| *Include items suggested by representatives when you sent meeting reminder and asked for concerns**Other items may include safety training completed since last meeting or upcoming safety activities.* |  |
| Conclusion |
| Did we meet the goal of the meeting?Next meeting: *insert date, time, and location* | Leader: ChairpersonTimeframe: |