

# Safety Meeting Notes or Minutes

This **optional** form can be customized and used for meeting with safety committees or crews.

Company Name	Work Area or Job Site	Date
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**Attendees:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. Safety topics discussed:

2. Follow-up on recent accidents, injuries, near-misses (if applicable)

3. Recent safety issues identified or reported (if applicable)