Safety Meeting

Location	Date

Agenda

(check each item as completed)

1. Be sure all attendees have signed in.		List other items for discussion	
2. Read the last Safety Meeting Minutes.		8.	
3. Review tasks assigned from last meeting.		9.	
4. Review General Inspection Checklists.		10.	
5. Review maintenance logs.		11.	
6. Discuss accidents & corrective action.		12.	
7. Present this months safety feature.		13.	

Notes

Attached Roll Call Sheet, Safety Feature Article.
You should maintain an annual binder with all safety materials.