

## MEETING MINUTES

A copy of this report should be kept on file and posted in a central employee area for review.

Meeting Details	
Company Name:	Date/Time of Meeting:
Members Present:	

ORDER OF BUSINESS	Responsible Person	Proposed Completion Date
Review of Prior Minutes		
Old Business		
•		
•		
•		
New Business		
•		
•		
•		
Facility Inspection Review		
•		
•		
•		
Incident & Injury Reports (since last meeting)		
•		
•		
•		
General Comments or Other Business		
•		
•		
Date and time of next meeting:		

Chairperson Name

Date