

# Health and Safety Committee Meeting Minutes

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

## Attendees:

- [Name 1]
- [Name 2]
- [Name 3]
- [Name 4]
- [Name 5]

## Agenda:

1. Review of previous meeting minutes
2. Incident reports
3. Safety training updates
4. Action items review
5. Open floor for suggestions

## Meeting Minutes:

### 1. Review of Previous Meeting Minutes

[Summary of discussions regarding previous minutes]

### 2. Incident Reports

[Summary of any incident reports presented]

### 3. Safety Training Updates

[Updates regarding safety training programs]

### 4. Action Items Review

[Review of action items from the previous meeting]

## **5. Open Floor for Suggestions**

[Any suggestions or comments made by attendees]

### **Next Meeting:**

**Date:** [Insert Next Meeting Date]

**Time:** [Insert Next Meeting Time]

**Location:** [Insert Next Meeting Location]

**Minutes Prepared by:** [Your Name]