Safety Meeting Agenda Form

University of California, Los Angeles

Department/Job Site _____ Date _____

Division _____ Supervisor _____

Safety Topic_____

Employees Present: (Use additional sign-in –sheet if necessary)
Old Business: Status of previous recommendation. Discuss pending old business.
Accidents: Discuss recent accidents and near misses, note trends. Find root cause of accident, and possible corrective actions taken or needed.
Inspection Reports: Report on findings and recommendations
New Business: Discuss employee suggestions and concerns. Discuss new procedures or equipment. Talk about any changes to the safety policy.