[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Safety meeting minutes

A focused record of safety committee discussions, decisions and actions.

Meeting date: _____

Chair: _____

Attendees: _____

Apologies: _____

Incidents since last meeting

Date	Incident	Outcome	Follow-up
[Date]	[Brief description]	[Outcome]	[Action]
[Date]	[Brief description]	[Outcome]	[Action]

Inspection and audit updates [Summary of recent inspections, audits and their findings.]

Training update [Training completed and planned.]

Actions

No.	Action	Owner	Due date
1	[Action]	[Name]	[Date]
2	[Action]	[Name]	[Date]
3	[Action]	[Name]	[Date]

Next meeting

Date: _____

Chair: _____

Sign-off

Chair: _____ **Secretary:** _____ **Date:** _____