Company Name:

Committee Name:

1. Meeting Details

Meeting Date:

Minutes Prepared By (Secretary Name):

Chairperson Name:

Meeting Commenced: (Time):

Quorum Present: Yes No

2. Purpose of Meeting

Safety Committee Meeting

3. Attendance at Meeting

Attendees:

Apologies:

4. Confirmation of minutes from previous meeting.

The Minutes of …… Meeting were received, confirmed as a true record of events.

5. Matters Arising From Previous Minutes

Item / Discusion Point	*Action item*	*Assigned To*	*Due Date*

6. Meeting Agenda Items

Item / Discusion Point	*Action item*	*Assigned To*	*Due Date*

7. General Business

Item	*Action item*	*Assigned To*	*Due Date*

8. Agenda Items For Next Meeting *(Items requiring further discussion)*

9. Next Meeting

Date:		*Time:*		*Location:*	
Who is Responsible for Agenda Preparation and distribution for next meeting:					
Minutes Distribution: *(Who will get a copy of these minutes?)*					