SAFETY COMMITTEE MEETING MINUTES

School District_____

Meeting Date	School Building	Chairperson

Elected Employee Members Present	Appointed Management Members Present	Members Absent

(Use additional pages if necessary to describe events fully)

1. Read, approve, correct minutes from previous meeting.

2. Old business (progress report on items and/or uncorrected hazards from previous meetings.)

3. New business (assign someone to research, follow-up, on each hazard and/or item listed.)

(continued on back)

4. Review injury, incident and inspection records and reported hazards.

5. Other business including student and visitor safety issues (describe.)

6. Items referred to Safety Director/Management with recommendations.

7. Comments on the overall effectiveness of the school district's safety program.

Date next meeting _____ Time _____ Place _____

Secretary _____ Chairperson _____

Send copy to ESD Loss Control Specialist