

# SAFETY COMMITTEE MEETING MINUTES

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Employee Members	Management Members	Absent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Read/approve/correct previous meeting minutes:

2. Old business:

3. New business: We reviewed the welding safety handout and poster. We reviewed that all employees should be careful when around welders or are welding themselves. We discussed that fumes created from welding are a huge hazard and can be harmful. Temperatures as well as fire prevention measures should be followed and we discussed these as well in our meeting. PPE and other special clothing may be required for sparks that are created from welding and welders and anyone near welders should be aware of their surrounding areas.

Other items of new business:

4. Review accident and inspection reports:

5. Other business:

6. Items referred to Safety Director/Management:

Next meeting - Date:\_\_\_\_\_ Time:\_\_\_\_\_

Place: \_\_\_\_\_

Chairperson (signature) \_\_\_\_\_

Secretary \_\_\_\_\_