

Safety Meeting Minutes
WAC 296-800-130

Safety Committees and Safety Meetings

This form can help document the minutes of safety meetings in your workplace. This particular form isn't required but shows the kind of information you need for your records. You can either copy this form or make your own.



Remember, you must:
- Keep meeting minutes for one year. - Cover specific topics in your meetings.
Worksite location: Daniel Bagley Elementary
Date: <u>11-22-16</u> Meeting Start Time: <u>11:00</u> Meeting End Time: <u>12:00</u>

Who attended this meeting? Carla Holmes, Liz Filep, Kathy Beck, Sari Habib & Sharon Newman

Minutes written by: Holmes	Meeting Leader: all
Next meeting will be on (date):	Next meeting location: Room office

Agenda: Review of minutes of last safety meeting: Approved? Yes
Corrections:
<i>Unfinished business from last meeting: Possibly attend the district Reunification Training (3/14) – Carla and Sari will plan on attending</i>

2. Any hazards reported during this time period?
<ul style="list-style-type: none">••

3. What safety inspections have you conducted since your last meeting?
<ul style="list-style-type: none">• Classroom Hazards Inventory is complete• Carla and Jalo will complete Safety Security Audit checklist in December (share at next meeting as needed)

Did you identify and correct the cause of the unsafe situation(s) n/a
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4. Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)?

5. Is your accident and illness prevention program working well? Yes

Next Steps:

- Incident Command – feedback from table top activity; update map (Liz will check with Mark on completing this); link to resources:
<https://training.fema.gov/emiweb/is/icsresource/positionchecklists.htm>
Identify a scenario video for each section to practice their responsibilities
- Copy of Emergency Procedures (put in page protector) – Sharon will put in backpacks
- Need to purchase emergency food supply (off site location) – Datrex bars (Kathy will look at Costco option); also emergency food supply through Foods and Nutrition
- CPR – Kathy will send out video
- March 22nd – First Aid and viewing Command Incident scenario video
- Next meeting 1/31 7am