

SAFETY COMMITTEE MEETING FORMAT

DATE: _____

FORMAT NO: _____

PLACE OF MEETING [VENUE]: _____

MEETING NO.:

ATTENDANCE SHEET:

SR.NO	NAME	DEPARTMENT	DESIGNATION	SINGATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

POINTS TO BE DISCUSS:

Write down below points are raised during general operations on floor to concern health & safety point of view, discussion are base on issue which written below points. The work environment, hazardous material, tools & equipment, details of accidents & near miss & its investigations related points can write here.

SR.NO	Details of discussion	Issue raised in location/ area
1		
2		
3		
4		
5		

Prepared by
M.R

Approved by for implementation:
Director