

SAFETY COMMITTEE MEETING AGENDA:

1. Approval numbers of minutes should be maintains & clean in agenda.
2. Confirmation details of previous minutes of meeting.
3. Action – Corrective action & preventive [CAPA] details are must discuss & pointed regarding previous issues and corrective & preventive action details should be mentioned in agenda.
4. Safety office / Health & safety officer / Advisor's reports, investigations, inspection & actions should be attached to help improvement for discuss in meeting.
5. Brief summary of accident happen in previous year or after last meeting held.
6. Brief summary of incident, near miss & investigations reports should be attached to further actions which previous year or after last meeting held.
7. Safety inspector's findings, others committee members finding or suggestions of any labour are rated in agenda.
8. Discussion on present reports of safety point of views for amendment / Further actions for improvements.
9. Reviews of safety suggestions of new deal will happen in meeting.
10. Training programs details, identifications & needs are review in meetings, if lack any information can amend in training program to further trainings. In agenda training program also can included to open discussion.
11. Planning identify role & responsibility assign which from previous deals.
12. Suggestions of committee members to concern insurance, controls in losses & furthers concern issues.
13. Committee focus on safety & its related issues to solve on implementation of safety rules & protective equipments / Appliances / Devices – discussion on open forum can also included in agenda.
14. Committee's suggestion on review & analyze viability for modern technology