

Health And Safety Meeting Minutes

Company: [YOUR COMPANY NAME]
Address: [YOUR COMPANY ADDRESS]

I. Meeting Details:

- Meeting Date: April 16, 2050
- Meeting Time: 9:00 AM
- Meeting Location: Conference Room A

II. Attendees:

- [YOUR NAME] (Health and Safety Officer)
- Eva Nelson (Safety Committee Member)
- Kyler Holmes (Operations Manager)
- Samantha Berry (HR Representative)
- Robert Nuens (Employee Representative)

III. Agenda Items:

Agenda Items	Discussions	Decisions	Action Items
1. Review of Previous Minutes	<ul style="list-style-type: none">• Reviewed actions from the previous meeting.• Discussed progress made on previous action items.	<ul style="list-style-type: none">• Agreed to close action items 2 and 3.• Deferred action item 4 to the next meeting.	None

Osha Safety Meeting Template

Jin-Ying Zhang



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