

Safety Meeting Minutes

Date and Time Meeting:

Location:

Attendees:

Apologies:

Minutes Recorded By:

1. Amendments to the Previous Meeting Minutes:

Tick Relevant Box.

Meeting minutes correct?

	Y	N

Provide the details of any required amendments:

- [illegible]

2. Records of issues discussed:

Item No.	Issues Discussed	Action required	Action to be performed by	Date to be completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

3. Details of any Motions Proposed during the Meeting:

A. Motion:

Motion put forward by:

Seconded by:

Detail any amendments:

Motion (passed/failed):

Numbers (for: against)

Name any members who object to the motion:

B. Motion:

Motion put forward by:

Seconded by:

Detail any amendments:

Motion (passed/failed):

Numbers (for: against)

Name any members who object to the motion:

4. Matters to be Discussed at the Next Committee Meeting

Date and Time of the Next Meeting:

Matters from this meeting to be further discussed at the next meeting:

-
-
-
-
-
-
-
-
-

Managers Signature

Date: