

SAFETY MEETING MINUTES

Document decisions. Assign safety actions. Preserve accountability from one meeting to the next.

2 Company Information		Meeting Minutes No.	
5 Jobsite Location		3 Meeting Date	
1 Project Information		4 Meeting Time	Time: _____ Duration: _____
6 Meeting Type (Weekly, Monthly, Special, Toolbox, Management)		7 Meeting Facilitator	
Project Name / No.		7 Meeting Facilitator	

1-7 Meeting Information Complete before or at the start of the meeting.

9 Safety Topics Discussed ☐ Current work / changing conditions ☐ Incidents / near misses / lessons ☐ Hazard identification / controls ☐ PPE / training / compliance ☐ Other topic: _____ Discussion summary: _____	12 Open Safety Items from Previous Meetings Prior item no.: _____ Status: ☐ Open ☐ Closed ☐ Carry forward Responsible person: _____ Due date: _____ Progress / barriers: _____ Decision / next step: _____ ☐ Management announcements recorded Discussion summary: _____
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8-17 Safety Meeting Agenda and Minutes Record discussion, decisions, action items, ownership, and due dates.

AGENDA	9 Safety Topics	10 OSHA Standards	11 Incidents/Near Misses	12 Hazard Identification	16 Employee Questions
AGENDA	Meeting Topic	10 OSHA Standards Referenced (if applicable)	Discussion / Decision	Employee Input	Action / Follow-Up

Item status: **DISCUSSED** **ACTION ASSIGNED** **OPEN** **CLOSED**

Minutes rule: Record facts and decisions clearly, identify each responsible person and due date, carry open items forward, and escalate unresolved high-risk issues. Applicable company and project requirements take precedence.

16-17 Questions, Suggestions, and Announcements Record employee input, management

communication, and resulting actions.

#	AGENDA / ACTION ITEM	DISCUSSION / DECISION / EVIDENCE	13 CORRECTIVE ACTION / REQUIRED RESULT	STATUS	15 DUE DATE	14 RESPONSIBLE PERSON
1				D / A / O / C	D / A / O / C	
2				D / A / O / C	D / A / O / C	
3				D / A / O / C	D / A / O / C	
4				D / A / O / C	D / A / O / C	
5				D / A / O / C	D / A / O / C	
6				D / A / O / C	D / A / O / C	
7				D / A / O / C	D / A / O / C	

Status Key: D = Discussed A = Action Assigned O = Open C = Closed

Meeting reminder: Review prior open items, invite employee participation, record applicable standards and lessons learned, assign actions to one owner, establish due dates, and confirm the next review or meeting date.

8-15 Discussion Topics and Action Details

11-12 Incidents, Near Misses, and Hazards	16-17 Employee Input and Management Announcements
☐ 11 Incidents and Near Misses Reviewed ☐ 12 Hazard Identification Incident / near-miss reference: _____ Hazard / condition: _____ Controls / decisions: _____ Responsible person: _____ Due date: _____ Status: ☐ D ☐ A ☐ O ☐ C Attachments: ☐ Yes ☐ No Notes: _____ Facilitator initials: _____ Date: _____ Discussion summary: _____	☐ 16 Employee Questions and Suggestions ☐ 17 Management Announcements Questions / suggestions: _____ Management message: _____ Decision / response: _____ Action owner / due: _____ Next communication: _____ Status: ☐ D ☐ A ☐ O ☐ C Attachments: ☐ Yes ☐ No Notes: _____ Facilitator initials: _____ Date: _____ Discussion summary: _____

20 Facilitator Signature

7 Meeting Facilitator		5 Jobsite Location	
Questions / Suggestions Addressed?		Attendees / Departments	
Corrective Actions Assigned?	☐ No ☐ Yes - reference: _____	Interpreter / Accessibility Needed?	☐ No ☐ Yes - details: _____
Meeting Notes / Work Restrictions		18 Next Meeting Date / Time	Date: _____ Time: _____

21 Supervisor Approval

☐ Agenda / topics reviewed	☐ Incidents and near misses reviewed	☐ Hazards / controls reviewed	☐ Prior open items reviewed
☐ Corrective actions assigned	☐ Employee input recorded	☐ Management announcements recorded	☐ Other: _____

8 Attendee Sign-In Table

Before closing the meeting, summarize decisions, confirm action owners and due dates, review open items, invite final questions, and

communicate management announcements and the next meeting date. Urgent hazards must be controlled or affected work restricted before

the meeting is adjourned.

Action / Open Item No.		Date / Time	
Corrective Action / Open Safety Item		Completed / Verified By	

8 Attendee Sign-In Table Signatures document attendance and do not waive employee rights.

SIGNATURE / APPROVAL	PRINTED NAME	SIGNATURE	DATE
8 Attendee Sign-In Table			
20 Facilitator Signature			
21 Supervisor Approval			
Management Approval (if required)			

13–15 Corrective Action Tracking: Assign a responsible person, due date, and verifier.

Use one line per corrective action or open safety item. The responsible person documents completion; the verifier confirms the required result. Carry unresolved items to the next meeting until closed.

PRINTED NAME	COMPANY	SIGNATURE	ATTENDANCE NOTES / TIME

20 Facilitator Signature | 21 Supervisor Approval | 22 Record Retention

8 Attendee Sign-In Table	☐ Attendance recorded ☐ Minutes reviewed	Date / Time	
20 Facilitator Signature	☐ Minutes certified ☐ Actions assigned	21 Supervisor Approval / Comments	
22 Record Retention Location / Period		Record Filed / Retained By	

IMPORTANT: These minutes document a safety meeting but do not replace required training, incident reporting, competent-person duties, hazard correction, site rules, or regulatory obligations. The employer remains responsible for accurate communication, timely action, qualified review, follow-up, and secure record retention.