|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meeting conducted by: | | | | | | |
| Meeting Location: | |  | | | | |
| Date of Meeting: | |  | Time: |  | | |
| Attendees: | |  | | | | |
| **Item** | **Description of Discussion** | | | | **Action by** | **Completion** | |
| 1 | Safety Moment | | | |  |  | |
| 2 | Health and Safety - Open Forum | | | |  |  | |
| 3 | Health and Safety Topics Discussed | | | |  |  | |
| 4 | Follow up on Old Business | | | |  |  | |
| 5 | Next meeting | | | |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name | Sign Name | Print Name | Sign Name |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Meeting minutes are to be retained in the [OHSMS Department Manual](http://www.ucalgary.ca/safety/organizationalcommitment) under *Health & Safety Committee and Records* for a minimum of 3 years.