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| 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       |       |       |

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| Print Name | Sign Name | Print Name | Sign Name |
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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.