

Safety committee meeting agenda

Safety committee meeting agenda sample

Time	Agenda item	Presenter
9:00-9:10	Call to order	Board Chair
	Roll Call	Board Secretary
	Approval of meeting minutes	Board Secretary
Reporting		
9:10-9:20	Q2 accident report	CEO
9:20-9:30	Q2 near miss report	CEO
Unfinished business		
9:35-9:50	Proposals for near-miss reporting software	Safety Committee Chair
New business		
9:55-10:20	Increasing safety signage across facilities. Scope and timelines.	Safety Committee Chair
10:20-10:50	Installing additional monitoring systems across facilities. Quantity, locations, and software choices.	CTO
Announcements		
10:50-10:55	Reminder about quarterly emergency drills.	Board Chair
10:55	Adjournment	Board Chair

Safety committee meeting minutes (Filled)

MEETING DETAILS													
Subject	Increase incident reporting and improve security signaling across cold-rolled steel manufacturing facilities.												
Time	9:00 – 11:55												
Date	July 9, 2024												
Address	Stellar Steel Headquarters, 11 Wall St. New York, United States												
Participants	<table border="1"> <thead> <tr> <th>Position</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1. Board Chair</td> <td>Tyler Anderson</td> </tr> <tr> <td>2. Safety Committee Chair</td> <td>Ethan Walker</td> </tr> <tr> <td>3. Board Secretary</td> <td>Madison Parker</td> </tr> <tr> <td>4. Chief Executive Officer (CEO)</td> <td>Chloe Reynolds</td> </tr> <tr> <td>5. Chief Technology Officer (CTO)</td> <td>Austin Harper</td> </tr> </tbody> </table>	Position	Name	1. Board Chair	Tyler Anderson	2. Safety Committee Chair	Ethan Walker	3. Board Secretary	Madison Parker	4. Chief Executive Officer (CEO)	Chloe Reynolds	5. Chief Technology Officer (CTO)	Austin Harper
	Position	Name											
	1. Board Chair	Tyler Anderson											
	2. Safety Committee Chair	Ethan Walker											
	3. Board Secretary	Madison Parker											
4. Chief Executive Officer (CEO)	Chloe Reynolds												
5. Chief Technology Officer (CTO)	Austin Harper												
Participants	5/5												
Quorum	Yes												
Minutes taken by	Madison Parker												
CALL TO ORDER													
Timestamp	Notes												
9:05	The Board Chair opened the meeting.												
ROLL CALL													
Timestamp	Notes												
9:10	100% Attendance achieved. Quorum requirements met. Quorum established.												

APPROVAL OF PAST MEETING MINUTES

Timestamp	Notes
9:10	Past meeting minutes were approved by unanimous consent.

REPORTING

Timestamp	Notes	Presenter	Presenter
9:10 – 9:20	Q2 accident report	CEO	Accident rates decreased 10% compared to Q1 and 15% YoY. Positive dynamics were observed.
9:20 – 9:30	Q2 near miss report	CEO	Near miss rates decreased 15% compared to Q1 and 25% YoY. Positive dynamics were observed.
9:30 – 9:35	BREAK		

UNFINISHED BUSINESS

1. Proposals for near-miss reporting software

Timestamp	Presenter	Votes		Summary
9:35 – 9:50	Security Committee Chair	Board Chair	For	The decision was made to incorporate “Safety software” as an automated near-miss reporting system.
		Board Secretary	For	
		Security Committee Chair	For	
		CEO	For	
		CTO	For	
9:50 – 9:55	BREAK			

NEW BUSINESS

1. Increasing safety signage across facilities. Scope and timelines.

Timestamp	Presenter	Votes		Summary
9:55 – 10:20	Security Committee Chair	Board Chair	For	The decision was made to install 20 safety signatures across 5 facilities by July 23, 2024.
		Board Secretary	For	

NEW BUSINESS

1. Increasing safety signage across facilities. Scope and timelines.

Timestamp	Presenter	Votes		Summary
9:55 – 10:20	Security Committee Chair	Safety Committee Chair	For	The decision was made to install 20 safety signatures across 5 facilities by July 23, 2024.
		CEO	For	
		CTO	For	

2. Installing additional monitoring systems across facilities. Quantity, locations, and software choices.

Timestamp	Presenter	Votes		Summary
10:20 – 10:55	CTO	Board Chair	For	The decision was made to install 10 safety cameras in 5 facilities by July 31, 2024.
		Board Secretary	For	
		Security Committee Chair	For	
		CEO	For	
		CTO	For	

ANNOUNCEMENTS

Timestamp	Notes
10:55	The announcement was made to conduct a safety drill on July 15, 2024.

ADJOURNMENT

Timestamp	Notes
10:55	The meeting was made to a close. The next meeting is due for August 9, 2024.

Action item	In charge	Deadline	Status
The meeting was made to a close. The next meeting is due for August 9, 2024.	CTO	July 15, 2024	In progress

ADJOURNMENT			
Action item	In charge	Deadline	Status
Install safety signaling.	CEO	July 25, 2024	In progress
Install safety signaling.	CEO	October 5, 2024	In progress

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