# Minutes from my safety committee

**Date: today’s meeting**       /       /       **Keep until**       /       /

**Attending**

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## Absent

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**What are the issues and hazards?**

Include any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices.

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**Recommendations for correcting hazards**

Include recommendations for correcting hazards and reasonable deadlines for management to respond

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| **Recommendations** | **Deadline for response** |
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**Person who will follow up on recommendations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**