[Company name]

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Safety meeting minutes

A focused record of safety committee discussions, decisions and actions.

Meeting date	[Date]
Chair	[Name]
Attendees	[Names]
Apologies	[Names]

Incidents since last meeting

Date	Incident	Outcome	Follow-up
[Date]	[Brief description]	[Outcome]	[Action]
[Date]	[Brief description]	[Outcome]	[Action]

Inspection and audit updates

[Summary of recent inspections, audits and their findings.]

Training update

[Training completed and planned.]

Actions

No.	Action	Owner	Due date
1	[Action]	[Name]	[Date]
2	[Action]	[Name]	[Date]
3	[Action]	[Name]	[Date]

Next meeting

Date	[Date]

[Company name]

Chair	[Name]

Sign-off

Chair	Secretary	Date