Dept./Division

**Unit Safety Committee Meeting #**

**Meeting Minutes**

Time:

Location:

Members/Alternates

present:

Members absent:

Handouts

Distributed: 1)

2)

Meeting called to order at by committee chair,

Review/approval of minutes: Motion made by , seconded by that the minutes from Meeting # be approved. Motion passed after call for questions.

Corrections noted:

Confirm date and time of next meeting(s):

**Old Business: Person Responsible**

1)

2)

3)

**Old Business, continued: Person Responsible**

4) Unit accident report review

**New Business**

1)

2)

3)

Meeting adjourned at:

Time

Name of Secretary/Recorder

*Revised 2022-01-20*