

# Safety Meeting Agenda and Sign-In



Type of Meeting/Training:	Urgent:	Periodic:	Other:
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Date & Time:	Dept:
Instructor:	Location:
Learning Title:	

Agenda:	Time
Review of the Safety Best Practices poster and/or handout for the month:	
Safety concerns or issues (roundtable discussion) Items reviewed:	
Safety training presentation type (PowerPoint, DVD, handout, etc.):	
Review of the weekly Injury and Accident Report(s) Dates of reports viewed:	



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## Safety Meeting Agenda Guidelines

Departmental Safety Meetings are a great tool to communicate information and train EMWD employees on important health and safety topics.

These meetings **must** also include a review of the following:

- Safety Best Practices poster and/or handout for the month
- Safety concerns or issues (roundtable discussion)
- EMWD weekly Injury and Accident Report(s)

Safety Training presentation topic and all reviewed items must be recorded on this form and saved to <J:\Share\Dept Safety Documentation>. Copies must be maintained for three years.

**Safety, Risk and Emergency Management does not need a copy for record**