



Employee Health and Safety Committee Minutes

Document Instructions

Meeting Date – Enter the date the Employee Health and Safety Committee meeting was held.

Meeting Time – Enter the time the Employee Health and Safety Committee meeting was started.

Meeting Location – Enter the location where the Employee Health and Safety Committee was held.

Non-management Co-chair – Enter the name of the non-management co-chair that attended the Employee Health and Safety Committee.

Management Co-Chair – Enter the name of the management co-chair that attended the Employee Health and Safety Committee.

Attendees – Enter the names of all other attendees to the Employee Health and Safety Committee.

Employee Injury – Enter the Employee’s name and injury type that occurred since the last Employee Health and Safety Committee. Example – “John Doe – slip and fall back injury.”

Auto Crash – Enter the Employee’s name and auto crash type that occurred since the last Employee Health and Safety Committee. Example – “John Doe – backing.”

Injured Employee and Auto Crash Prevention Report Review – Enter the injury and/or auto crash prevention activities that occurred since the last Employee Health and Safety Committee. Prevention activities should include at least 1 prevention activity for the employee and at least 1 prevention activity for the work group. Example

– “Slip and fall prevention activity for the employee – review and demonstrate the 5 Keys to prevent slip and fall injuries. Slip and fall prevention activity for the workgroup – Audit all employees for proper foot wear.”

This Month Safety Activity – Enter the planned safety activity for the workgroup for the current month. Example – “Provide Heat Stress Prevention training to all employees and record the training on Record of Training”.

DOK – Enter the number of employees on payroll and the number of employees that successfully completed the DOK for defensive driving and safe work methods for the past month. Example – “Defensive Driving 50 employees 25 successfully completed.”

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Recognition Results – Enter the name and type of employee recognition given during the past month. Example – “John Doe – Letter of recognition for demonstration of DOK.”

Old Business – Enter any old business that was open from the previous month’s Employee Health and Safety Committee meeting.

Concern Log Reviewed and Updated – Instructional item only. Enter Yes or No.