Employee Safety Committee Agenda
Month/Year May 20__

Company Name: ____________________________________________

Location: __________________________________________________

Employee Safety Committee Agenda for ___________ ___________ 20_____
Month Day Year

Company Safety Policy:

Ageia Health Services believes safety is a cardinal responsibility and is committed to providing a safe workplace for all employees and has developed this manual to integrate safety and health practices into every job task to prevent occupational injuries and illnesses. This will be accomplished through the cooperative efforts of managers, supervisors and employees to identify and eliminate hazards that may develop during our work process.

1. Call to Order

2. Roll Call (new hires and injured workers attend 3 meetings)

3. Review Minutes of Previous Meeting (see attached)

4. Committee Report:
   a. Incident Investigation Committee
      i. Review of incidents for current month
      ii. Identification of corrective measures
      iii. Implementation of corrective measures

5. Old Business
   a. Inspections & Corrections
      i. Last month’s policy review results
      1. Safety Committee and Elections (policy review)
   b. Other Items

6. New Business
   a. Safety Committee Members
   b. Monthly PPE Audit
   c. Monthly Hazardous Chemicals Audit
   d. Committee Members and non-members concerns
   e. 

7. Next meeting date & time

8. Adjournment
WHAT? Safety Committee Meeting

WHO? Safety Committee Members
      New Employees
      Injured Employees
      Other Interested Employees

WHEN? _____/_____/_____

at ___________AM PM

WHERE? ________________________________________

WHY? To discuss workplace health and safety topics. Some items we may cover:

______________________________________________
______________________________________________
______________________________________________
______________________________________________
______________________________________________

This notice to be posted one week prior to the date of the meeting.
Employee Safety Committee Minutes

Date: ____________________________________________

Location: ____________________________________________

Start Time: ____________ A.M. / P.M. (please circle)

Roll Call (members and non-members present-indicate new hires and injured workers)

____________________________________  ______________

____________________________________  ______________

____________________________________  ______________

____________________________________  ______________

Review Minutes of Previous Meeting (see attached)
Comments:

____________________________________

____________________________________

____________________________________

Monthly Safety Training Topic (briefly describe actual training covered)

____________________________________

____________________________________

____________________________________

Incident Review Report: Evaluate the investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected

____________________________________

____________________________________

____________________________________
Follow-Up on Old Business: Inspections & Corrections

New Business: ___ Quarterly Inspection or ___ Policy Review
Comment on inspection results or list the policy reviewed and note any comments, revisions, recommendations, addendums, etc.

New Business: Safety and health issues discussed, hazards reported, committee reports.

Action Plan: Recommendations for correcting hazards and reasonable deadlines for management to respond.

Name of the person(s) who will follow up on the recommendations:

Date of next safety committee meeting: ______________________

Notes taken by: _________________________________________

Signature: _____________________________________________

End Time: ___________ A.M. / P.M. (please circle)
Inspect the following areas each month to identify if the proper PPE is available

Date: __________

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<th>Gloves</th>
<th>Goggles</th>
<th>Aprons</th>
<th>CPR Mask</th>
<th>Spill Kits</th>
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<td>Nurses Stations</td>
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<td>Medication Carts</td>
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<td>Housekeeping Carts</td>
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<td>Soiled Utility Room</td>
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<td>Maintenance Shop</td>
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CORRECTIVE ACTIONS: __________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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Completed forms are to be provided to the Safety Committee for evaluation each month.
<table>
<thead>
<tr>
<th>COMMUNITY:</th>
<th>DATE:</th>
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<td>CHEMICAL NAME</td>
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Note: Outdated hazardous chemical lists are to be archived in permanent safety records
What does it mean to be a member of your organization’s Safety Committee?

Safety Committee members play a critical role in keeping their coworkers safe and their organization productive. When the Safety Committee identifies and addresses workplace hazards, it prevents injuries. In the unfortunate event of an on-the-job injury, Safety Committee members investigate. They find the causes of the incident and develop safeguards to prevent another, similar injury. Safety Committee members then ensure that the safeguards are implemented and followed.

As a Safety Committee member, you will assist in:

- Identifying unsafe conditions and correcting the problems
- Spotting unsafe acts and counseling the workers
- Determining the root causes of accidents
- Developing the needed safeguards and following up on their implementation

Safety Committee members lead others by their own example. By not engaging in horseplay, teasing, or unsafe practices, and by speaking up to discourage others from acting improperly, Safety Committee members help create a culture of safety throughout the workplace.

Safety Committee members seek suggestions on workplace improvement from coworkers and discuss these suggestions in their monthly Safety Committee meetings. In this way they are able to make workplace improvements based on the knowledge of the front-line worker. Safety Committees make all workers their eyes and ears.

Safety Committee members mentor new employees. They make them feel welcome. They advise them about the importance of safety and of offering safety suggestions to Committee members.

Safety Committee members assist in the creation and maintenance of Job Safety Analyses (JSAs) and in keeping the organization compliant with all safety and health regulations.

Safety Committees meet monthly to discuss all incidents and suggestions. Meeting discussions are written down and posted for all workers and management to read, thereby creating a team atmosphere.

Safety Committee members do important and honorable work. At the end of the day...there is nothing more important than a safe workplace.