**SAMPLE SAFETY MEETING AGENDA FOR**

**ABC SHIPPING & CARGO COMPANY**

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| **MEETING DETAILS** | |
| Date: January 6th, 2020 Time: 11:00  AM  PM Recurring:  Yes  No  Location: Warehouse H3, Break Room Dial-in Number or URL: N/A  Meeting Lead: Hector Perez, Warehouse Lead Other Speakers: Marcos Stanley, Safety Director | |
| **ATTENDANCE** | |
| **Attendees:** Hector Perez, Marcos Stanley, Roger Craft, Stephanie Love, Sandra Page, Norm Steinberg, Marisa Cruz, Patty Montez, Joe Jameson.  **Absentees**: Fredrick James, Ana Hennessy. | |
| **ITEMS & DISCUSSION** | |
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| **15 min** | **1ST ITEM: OPENING & ROLL CALL**   * Introduction of Safety Meeting by Hector Perez; * Five (5) minute grace period for late arrivals; * Call to order; * Roll call will be taken at 11:05 AM; * Purpose of the meeting; * Introduction to Marcos Stanley, Safety Director; * Overview of agenda items. |
| **30**  **min** | **2ND ITEM: ADDRESS SAFETY TOPICS**   * New safety protocols per 2020 changes; * PowerPoint presentation on updated shipping structure, including forklift regulations, hard-hat requirements, and obstruction mandates; * Distribution of safety brochures and forms. |
| **15**  **min** | **3RD ITEM: ROUND-ROBIN FOR QUESTIONS / CONCERNS**  PLEASE NOTE: Reserve all questions for this item on the agenda.   * Attendees will be able to ask questions regarding the changes; * After reviewing, everyone shall sign the new safety forms. |
| **5**  **min** | **4TH ITEM: RESOLUTIONS**   * All warehouse workers will submit votes to enact the new safety protocols; * Motions to alter the requirements may be addressed. |
| **5**  **min** | **5TH ITEM: CONCLUSION**   * Any outstanding discussions should be brought to light (if any); * Meeting minutes will be approved by Hector Perez; * Adjournment. |