**SAMPLE SAFETY MEETING AGENDA FOR**

**ABC SHIPPING & CARGO COMPANY**

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| **MEETING DETAILS** |
| Date: January 6th, 2020 Time: 11:00 [x]  AM [ ]  PM Recurring: [ ]  Yes [x]  NoLocation: 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.
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| **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.
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| **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.
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| **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.
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| **5****min** | **5TH ITEM: CONCLUSION*** Any outstanding discussions should be brought to light (if any);
* Meeting minutes will be approved by Hector Perez;
* Adjournment.
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