

# Tool 1 (C) Sample meeting record

Safety Committee Meeting Record	
Priority Area:	Date:
Present:	
What did we discuss?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
What did we decide?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
Who will do what for the next meeting?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
What will we discuss at the next meeting?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
Date of next meeting:	