SAFETY MEETING MINUTES

COMMUNITY: _____

COMMUNITY MANAGER: _____

DATE OF MEETING: _____

TEAM MEMBERS PRESENT
(Please initial next to your name below)

SUGGESTED ORDER OF BUSINESS

1. **Roll Call**
2. **Reading of Minutes from previous meeting**
3. **Report all unfinished projects and previous recommendations**
4. **Report of surveys and inspections (Safety Adm. and/or Team Members)**
5. **Review Accident Investigation Reports, identify underlying causes of accidents**
6. **Corrective actions(s) recommended**
7. **Progress in safety instruction of all new employees**
8. **Discussion of special safety subjects, film, special guests, etc.**
9. **Follow "Topics for Discussion" from Safety Manual, Tab # 2 (pgs. 3 & 4)**

(Continue on additional page if necessary)

_____
Community Manager

Instructions:

1. **See Safety Manual, Tab #2 on the Portal for Safety Program overview.**
2. **Minutes must be received at the Main Office no later than the 5th day of the month following the reporting month (i.e. Minutes for March reporting month must be received by April 5th)**
3. **Scan Minutes to the Receptionist at the Main Office and your RPM. Post a copy of the minutes in the break room.**
4. **Minutes not received by due date will be considered delinquent**

Revised: 09-2018

SAFETY MEETING MINUTES

COMMUNITY: Human Resources

COMMUNITY MANAGER: Ken Liming

DATE OF MEETING: 10/4/2018

TEAM MEMBERS PRESENT
(Please initial next to your name below)

Garrick Bodnar Laura Segal Lisa Galvez

SUGGESTED ORDER OF BUSINESS

1. **Roll Call**
2. **Reading of Minutes from previous meeting**
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Grass Cutting Procedure:MP

-There is no grass at the Montgomery Center to be cut.

Hazardous Conditions:

-Make sure to alert the Commercial Team about any out lights in the building as well as any standing water that could cause a slip.

Grilling:

-Human Resources employees do not engage in any grilling activities at work.

Vending Machines:

-There are no vending machines in the HR Department.

SAMPLE

(Continue on additional page if necessary)

Community Manager

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Revised: 09-2018