

SAFETY AND HEALTH COMMITTEE **MEETING MINUTES**

Production:

Date:

Members Present:

Members Absent:

Guests Present:

Review of Incident / Accidents / First Aid (investigation reports reviewed):

Previous Issues (indicate action and person responsible where applicable):



New Issues (provide recommendations / actions and person responsible where applicable):

Studio Inspection Follow Up (attach inspection forms to notes):

Next Meeting Date and Time:

Distribution

1. Forward copy of notes to the production manager.
2. Produce final minutes for members, record in file and post on notice boards.
REMOVE ALL NAMES BEFORE POSTING

