



## **SAFETY MEETING MINUTES**

**DATE:**

**TIME:**

**CONDUCTED BY:**

**SAFETY COMPLIANCE COMPANY**

**CONDUCTED FOR:**

**SUBJECTS DISCUSSED:      INJURY AND INCIDENT REPORTING**

We hope you never suffer an injury or illness. However, in the event one occurs on the job, we ask that you report it right away. In the event there is a serious injury that requires medical treatment, 911 should immediately be called. In addition, immediately report all work-related injuries and other incidents to your supervisor.

We also are asking you to report near misses. What is a near miss? It is an incident that occurs that almost results in an injury, illness or property damage.

Why is it so important to report these? Because they are learning lessons for us. When we investigate near misses, injuries, or any other incident, it is not with the objective to assign blame. Rather, we simply want to learn from them and put things in place to prevent them from happening again, perhaps even to another person.

Please note this regarding injuries. If you are injured on the job, a claim is filed under workers compensation insurance. If an injury occurs off the job, you may make a claim for state disability insurance. In either case, it is a crime to report a fraudulent injury.

### **Review of Employer & Employee Responsibility**

Discussed that it is responsibility of \*Company Name\* to provide the safest possible environment for its employees, and that it is the responsibility of the employees to be accountable for their own safety by adhering to the Codes of Safe Practices for their job and by abiding by the safety rules and regulations of the Company.

### **RECOMMENDATIONS:**

**1.**

**2.**

**APPROVED BY:**

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**SAFETY INSTRUCTOR**