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| USC-Shield-Standard | [Unit Name]  Safety Meeting Agenda |

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| Date |  | Facilitator |  |
| Time |  |  |  |
| Location |  | Notetaker |  |

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| Agenda Items |

1. Call to Order
2. Last Meeting Summary
   * Action items completed
   * Items outstanding
3. New Business
   * New and pending projects
   * Upcoming audits
4. Monthly Accomplishments/Goals Met
5. Review Incidents and Near Misses
6. Safety Inspection Results
7. Training Topics
8. Review Employee Suggestions
9. Assign Actions (see below)
10. Open Forum
11. Next Meeting

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| Actions | Assigned to | Status | Due Date |
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| Attendee Name | Signature |
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