

Health and Safety Meeting Minutes

To be completed monthly for every health and safety meeting with staff.

Meeting details

Clinic name:			
Location: (in-person/virtual):			
Date:		Time:	

Meeting agenda

1. Attendance (Complete section)	2. Administration (Review past minutes, actions, and additions to the agenda)
3. Safety Moment (Pick a safety topic for discussion, e.g., ergonomics, de-escalation strategies, hazardous materials handling, emergency preparedness, incident reporting.)	4. Standing items (Topics to be discussed every meeting, e.g., education and training, clinic inspections, incident reports, equipment maintenance)
5. Old items (Review action items from past meetings that require follow-up or completion)	6. New items (E.g., new hazards, policy and procedure updates, new safety suggestions or concerns)

Attendance (name, position)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Safety moment

Topic discussed:	
Comments:	

Standing items

Item # (mm/yy-#)	Item description	Recommendation	Assigned to	Completion date

Old items

Item # (mm/yy-#)	Item description	Recommendation	Assigned to	Completion date

CONTINUE

New items

Item # (mm/yy-#)	Item description	Recommendation	Assigned to	Completion date

Next meeting

Location		Date		Time	
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Note: Meeting records must be maintained. It is recommended to keep records for at least two years and make sure they are easily accessible to clinic staff. The clinic may consider creating a health and safety folder to store these minutes and other documents.