

Safety committee minutes

Company name: <u>Myrtle Point School District</u>		
Meeting date: <u>Jan 26, 2024</u>	Time:	Place:
Division/department:		
Chairperson: <u>Dan Whittaker</u>		
Membership present:		Members absent:
<u>Kari Seals / Daniel Whittaker</u>		<u>*not needed*</u> <u>Jaimie, Ted, Carl</u>
Old business - Action items completed (List action item number and date completed.)		
Action items not completed (List action item number and update status, including target date and any changes to person(s) assigned.)		
New business (List incidents, near misses, inspections, and safety training. Include date, description, contributing factors, prevention strategies, and actions taken.)		
<u>Complete Quarterly Inspections</u>		
New action items (Include person(s) assigned and target date. Number using year and sequential list. For example: 2015-1, 2015-2.)		
Other committee remarks		
Next meeting date:	Time:	Place:
<u>Feb 16</u>	<u>7:45 am</u>	<u>District Office</u>
Prepared by:		Date:
<u>Jaimie Blanton</u>		<u>1/24/24</u>

Keep in file for three years. Post on employee bulletin board(s). Copy safety committee and management.