

[ COMPANY LETTERHEAD]

Occupational Safety and Health Committee  
Minutes of the Meeting

Date:

Time:

Venue:

Attendees:

Name	Position/Designation

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Agenda:

*Possible Areas of Discussion:*

- 1. Review of Previous Minutes of the Meeting for the status of Action Items*
  - 2. Updates on the current OSH status of each department based on OSH inspections in the company, observations, and others.*
  - 3. Incident report and analysis (if there are reported incidents)*
    - a. Include proposed preventive actions to be taken for the reported incidents*
  - 4. Identify action items, including tasks, responsible individuals, and target dates, for the issues and concerns discussed in the meeting.*
  - 5. Check if the committee needs to review and update current company OSH policies affected by the issues raised during the meeting.*
  - 6. Schedule the next meeting to review the assigned action items*
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Prepared by:		Date:
	Signature over printed name Safety Officer	