## **APPENDIX D-4**

## Small Site Safety Meeting Minutes (Fewer than eleven employees)

Sit	е		
Da	te	Time	Number of employees
En	nployees Present		
	(Use ac	lditional pages if nece	ssary to describe events fully)
1.	Read/approve/correct r	minutes from previous	s meeting.
			<b>3</b>
^	Old haveing a		
2.	Old business (Progress report on iter	ms and/or uncorrected	d hazards from previous meetings).
3.	New business		
J.		search and/or follow-u	up on each hazard and/or item listed.)

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Secretary		Chairperson _	(signatu	(signature)	
	te next meeting		Place		
7.	Comments on the overall effectivenes	ss of Safety and Ac	ccident Prevention Program.		
6.	Items referred to Safety Program Ma	nager/Management	t with recommendations.		
5.	Other business including student and	I visitor safety issue	es (describe).		
4.	Review accident and inspection reco	ras ana reportea ne			