

# Safety Committee Meeting Minutes



Date: \_\_\_\_\_

Branch \_\_\_\_\_

Inspection Period:	Nov – Dec – Jan – Feb	<input type="checkbox"/>
(Check One)	Mar – Apr – May – June	<input type="checkbox"/>
	July – Aug – Sept – Oct	<input type="checkbox"/>

## Agenda

- Members Present
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- Review minutes from last meeting
- Review suggestions that were brought to last meeting and needed correction
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- Suggestions brought to this meeting
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- Review of injuries or vehicle accidents that have happened at branch (Include near miss)
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- Corrective Actions taken (if any)
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- Meeting adjourned

Send a copy of the minutes to Regional Manager and [safety@starlease.com](mailto:safety@starlease.com)