



Safety Meeting Agenda

Safety and Environmental Management System

SMS F400

Customer / Job Location: _____ **Meeting Date:** _____

1. **Open meeting** – Safety topic: _____
2. **Old Business** – Status of previous recommendations. Discuss pending old business, if any: _____
3. **Inspection Reports** – Report on findings and recommendations of any inspection reports since last meeting: _____
4. **New Business** – Employee suggestions. Discuss new procedures, changes to company safety policy, etc.: _____

5. Personnel Present:

	Print Name	Signature	Job Title
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Time meeting started/ended: _____ to _____ Next safety meeting date: _____

Meeting chaired by: _____ Title: _____

JSA completed for week? Y or N Topic of weekly JSA: _____

Signature of Customer Rep.: _____ **Date:** _____

Send to SONOCO Safety dept. with regular mail. **DO NOT fax.**