

Meeting Agenda Sample

1. Review of Agenda
2. Minutes of Previous Meeting
3. Ongoing/Follow-up <ul style="list-style-type: none">a. Action Items from Previous Minutesb. Approvals/Responses from Management
4. Incident Summary
5. Monthly Reports from Worker Members <ul style="list-style-type: none">a. Inspectionsb. Audits
6. Policy or Program Updates <ul style="list-style-type: none">a. Policy Updates
7. New Business <ul style="list-style-type: none">a. New Items/Issues
8. Annual Reviews <ul style="list-style-type: none">a. Terms of Reference (date)b. Statistics Summary (date)c. Training (date)d. Committee Membership (date)e. Designated Substances (date)
9. Other Business

