Small Site Safety Meeting Minutes
(Fewer than eleven employees)

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<th>Site</th>
<th>Date</th>
<th>Time</th>
<th>Number of employees</th>
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(Use additional pages if necessary to describe events fully)

1. Read/approve/correct minutes from previous meeting.

2. Old business
   (Progress report on items and/or uncorrected hazards from previous meetings).

3. New business
   (Assign someone to research and/or follow-up on each hazard and/or item listed.)
4. Review accident and inspection records and reported hazards.

5. Other business including student and visitor safety issues (describe).

6. Items referred to Safety Program Manager/Management with recommendations.

7. Comments on the overall effectiveness of Safety and Accident Prevention Program.

Date next meeting_____________  Time_________  Place ____________
Secretary_______________________  Chairperson ______________________
   (signature)