

# Health and Safety Meeting Notes

Date of meeting: \_\_\_\_\_

Attendants at meeting: \_\_\_\_\_

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- Have all previous Health and Safety issues been addressed and fixed since the last meeting?
- Any violations of Health and Safety program that need to be addressed?
- Any new situations arisen requiring training or revision of Health and Safety program?
- Clarification needed on any aspects of the Health and Safety program?
- All personnel receiving appropriate training on Health and Safety program?
- All personnel able to access SDS's and safety equipment when needed?
- Equipment, fire extinguisher and eyewash station inspections being performed as scheduled?
- Container labeling policy effectively being followed?
- Any suggestions for improving the Health and Safety program?
- Any other Health and Safety program issues to be addressed?
- Have monthly and quarterly inspections been done (monthly--eye wash; quarterly--equipment, radiation light leak tests)?
- RSO: Has quarterly Audit and Light Leak Test been done for Radiation Safety Program?
- REMINDER (NON-H&S): Check counts on controlled drugs to be sure reconcile with in-stock quantity.

Notes from meeting: \_\_\_\_\_

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Signature of meeting attendants:

Reviewed by Health & Safety Manager: \_\_\_\_\_ (initials)