SAFETY MEETING PLANNER

01 / Annual schedule

Choose topics from actual work, incidents, seasonal changes and worker feedback. Enter a specific planned date and presenter for each meeting. Keep the attendance and minutes separately and enter their reference below.

Company / team	Year	Plan owner

Month	Topic / local hazard	Planned date	Presenter	Completed date / record reference
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

SAFETY MEETING PLANNER

02 / Meeting preparation and follow-up

Copy this page for each meeting. Set a practical objective, check the relevant site information and allow time for questions. Track decisions separately from attendance.

Meeting date / time	Location / crew	Facilitator

Topic / objective	Procedure / source material

Agenda item	Presenter / time	Discussion / decision

Item / finding	Required action	Responsible person	Due date	Completion / verified by

Attendance / minutes reference	Next meeting / follow-up date

SAFETY MEETING PLANNER

Additional site information / continuation

Use this space for urgent or additional meetings rather than waiting for the next monthly slot. Copy this sheet when needed and identify the record it belongs to.

Record / inspection reference	Team / planning year	Date

Additional / unscheduled meeting topic	Proposed date / presenter / reason

Custom fields: name the information you need to record

Your field label	Your entry

Additional notes / explanation of N/A / attachments