|  |  |
| --- | --- |
| FIRE DEPARTMENT: | **MINUTES OF SAFETY COMMITTEE MEETING** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Health and Safety Officer: | * Regular meeting | | * Special meeting | | Date: |
| Meeting Conducted by: | | | | Required Quarter Meeting:  FIRST SECOND THIRD FOURTH | |
| Time meeting called to order: | | Time Meeting Adjourned (one hour minimum): | | | |
| Firefighter Elected Members | | Management or Officer Members (not to exceed Elected Firefighter Members) | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |

Proceedings of meeting:

|  |
| --- |
| Agenda:  Review of minutes of last meeting: Approved? Yes No  Corrections:  Unfinished business from last meeting, including responses from items forwarded to the Chief:  Review WFC Sample Policies 12.01.01 - 12.01.07 and compare with existing SOPs. Suggest changes to existing SOPs to update to WAC 296-305 (2012) or adopt sample policies as required:  **REVIEWED WAC SAMPLE SOP to REVIEW**   * 206-305-01501 **12.01.01 INJURY AND ILLNESS REPORTS FOR FIRE FIGHTERS** * 296-305-01503 **12.01.02 ACCIDENT INVESTIGATION** * 296-305-01505 **12.01.03 ACCIDENT PREVENTION PROGRAM** * 296-305-01505 **12.01.03.01 HEALTH AND SAFETY COMMITTEE** * 296-305-01507 **12.01.04 FIRE DEPARTMENT HEALTH AND SAFETY OFFICER** * 296-305-01509 **12.01.06 MANAGEMENT'S RESPONSIBILITY** * 296-305-01513 **12.01.07 SAFEPLACE STANDARD**   **REVIEW WFC SAFETY CALENDAR ON DEPARTMENT POLICY AND ACCIDENT PREVENTION**  Any hazards or complaints of violations reported during this time period?  Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)?  Items for consideration to forward to Chief for response within 21 days: |

|  |  |  |
| --- | --- | --- |
| Minutes by: | Next Meeting Scheduled: | Location: |