

SAFETY PROGRAM PLANNING MEETING  
JULY 18, 2001-9AM

MEETING ADGENDA

**I. OBJECTIVE**

Begin the process of implementing an effective safety program for:

(Insert Company Name)

**II. ELEMENTS OF AN EFFECTIVE SAFETY PROGRAM**

A. MANAGEMENT COMMITMENT

B. ASSIGNMENT OF RESPONSIBILITIES

C. EMPLOYEE TRAINING

D. FACILITY INSPECTIONS

E. ACCIDENT INVESTIGATIONS

F. PROGRAM REVIEW & UPDATE

**III WHERE ARE WE NOW?**

A. CSI SAFETY MANUAL

B. PROCEDURES CURRENTLY IN EFFECT

**IV WHAT NEEDS TO BE DONE**

A. SET PRIORITIES

**V. ASSIGNMENTS**