

[Company Name]
Environmental, Health, and Safety (EHS) Meeting Minutes
Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]
Attendees: [List Names/Positions]
1. Call to Order
The meeting was called to order by [Name] at [Time].
2. Review of Previous Meeting Minutes
- Minutes from the last meeting held on [Date] were reviewed.
- Motion to approve by [Name], seconded by [Name]. Approved unanimously.
3. EHS Updates
- [Name] provided an update on recent regulatory changes affecting our operations.
- [Name] discussed incidents from the previous month and lessons learned.
4. Safety Initiatives
- [Brief description of new initiatives or programs introduced.]
- [Discussion on employee training sessions scheduled for next month.]
5. Open Floor for Concerns
- [Name] raised a concern regarding [specific issue].
- [Discussion and proposed solutions.]
6. Action Items
- [Name] to follow up on [specific action item] by [due date].
- [Name] to distribute updated safety procedure documents by [due date].
7. Next Meeting
- Scheduled for [Next Meeting Date & Time].
8. Adjournment
Meeting adjourned at [Time].
Minutes submitted by: [Your Name & Title]
Date of Submission: [Insert Date]