Agenda, discussion and actual meeting record

WORKPLACE SAFETY LEARNING



Employer / site / actual date and time

Facilitator / management representative / participation route

Actual attendees and language/access support

Topics, inspection reports and investigations reviewed

Worker concerns and program improvements discussed

Actions, responsible people and due dates

Observed verification and next follow-up

Meeting option: document attendees and topics. Committee: retain the required minutes for one year. Review the correct industry rule. Extra action fields support useful management; they are not a claim that every meeting requires this exact form.

Actual attendance roster



WORKPLACE SAFETY LEARNING

Employer / site / actual date / topic

Record actual participants. Do not pre-fill attendance, copy prior names without confirmation or add diagnoses.

Participant 1: name / role / confirmation or signature

Participant 2: name / role / confirmation or signature

Participant 3: name / role / confirmation or signature

Participant 4: name / role / confirmation or signature

Participant 5: name / role / confirmation or signature

Participant 6: name / role / confirmation or signature

Participant 7: name / role / confirmation or signature

Participant 8: name / role / confirmation or signature

Participant 9: name / role / confirmation or signature

Participant 10: name / role / confirmation or signature

Corrective-action and effectiveness register

WORKPLACE SAFETY LEARNING



Action 1: condition / interim protection / record reference

Responsible person / due date / observed result / verifier / follow-up

Action 2: condition / interim protection / record reference

Responsible person / due date / observed result / verifier / follow-up

Action 3: condition / interim protection / record reference

Responsible person / due date / observed result / verifier / follow-up

Action 4: condition / interim protection / record reference

Responsible person / due date / observed result / verifier / follow-up

Committee and meeting-route decision

WORKPLACE SAFETY LEARNING



Industry / applicable rule route

Employees on each shift and at each location

Employee-elected members / election evidence / term

Employer-selected members / membership balance

Elected chair / meeting-frequency decision

Minutes location / retention and review process

Backup contacts / language and accessibility arrangements

Official references

WAC 296-800-13020: safety committees

Open the current official source

WAC 296-800-13025: safety meetings

Open the current official source

Inspection request and actual-deadline register

WORKPLACE SAFETY LEARNING



Actual notice / inspection reference and receipt date

Requested record / custodian / supplied or pending date

Hazard protection / correction owner

Actual abatement deadline and required evidence

Posting start / current seven-working-day and correction requirements

Separate appeal decision / actual deadline / submitted confirmation

Any properly granted stay or extension / evidence

Verified correction / required abatement certification / next check

Training and meeting evidence bundle

WORKPLACE SAFETY LEARNING



Keep the actual attendance/topics record, required committee minutes and task-training/evaluation records distinct. An earned YourAILedger self-study certificate may support a learner's file but does not establish employer-meeting participation or task authorization.

Actual meeting date / attendees / topics reference

Relevant named learner certificate ID, if earned

Task-specific training / practical evaluation reference

Trainer / evaluator / employer authorization reference

Worker understanding check and unresolved questions

Actions / verification / required follow-up

Custodian / restricted record location / access decision