**Local Safety Team Agenda**

Name of LST:

Date:

Time:

Location:

1. Roll Call
2. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents

* Monthly Incident List & Statistical Summary Report

1. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
2. Review Education and Training
3. Ongoing Business – Status of Action Items, Review of Previous Meeting Minutes
4. New and Other Business
5. Next Meeting
6. Meeting Adjournment