April 2025 Real Estate Calendar: Safety committee meetings



This calendar is designed to enhance safety awareness and provide a better understanding of specific loss exposures and best practices to reduce those exposures. Each month will contain a safety topic and daily associated tips. See the following page for weekly topics.

Safety committee meetings. Holding safety committee meetings is a great way to share safety related information, collaborate on any safety concerns or success stories, and improve safety awareness through the safety committee meeting agenda. Learn more about safety committee meeting best practices below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Meetings should be held monthly	Designate a specific date/time for monthly meetings	All staff members should be encouraged to attend	There should be an equal number of managers and staff	Agendas should be prepared prior to meeting	Assign a safety committee chairperson	Document safety committee minutes
Week 1: Safety committee frequency and attendees						
13	14	Tax Day	16	17	18	19
Accidents from the previous month	Accident root causes and corrective measures	Building self-inspections	Safety topic of the month	Open items	Encourage all to share any concerns	Safety training needs
Week 2: Training: Safety committee meeting agenda discussion points						
20 Start and end on time	21 Be respectful of everyone's opinion	Q2 Give everyone time to share their thoughts	Provide updates on any committee member suggestions	24 Do not include injured party names in minutes	25 Post safety committee minutes	26 Members should share info with their department
Week 3: General best practices durin	g the meeting					
27	28	29	30			
Increases safety awareness	Improves morale	Provides a forum to collaborate	Supports a safe environment			
Week 4: Safety committee benefits						

April 2025

Safety committee meetings:

Holding safety committee meetings is a great way to share safety related information, collaborate on any safety concerns or success stories, and improve safety awareness through the safety committee meeting agenda. Learn more about safety committee meeting best practices below.



Week 1

Safety committee frequency and attendees

- 1. Meetings should be held monthly
- 2. Designate a specific date/time for monthly meetings
- 3. All staff members should be encouraged to attend
- 4. There should be an equal number of managers and staff
- 5. Agendas should be prepared prior to meeting
- 6. Assign a safety committee chairperson
- 7. Document safety committee minutes

Week 2

Safety committee meeting agenda discussion points

- 1. Accidents from the previous month
- 2. Accident root causes and corrective measures
- 3. Building self-inspections
- 4. Safety topic of the month
- 5. Open items
- 6. Encourage all to share any concerns
- 7. Safety training needs

Week 3

General best practices during the meeting

- 1. Start and end on time
- 2. Be respectful of everyone's opinion
- 3. Give everyone time to share their thoughts
- 4. Provide updates on any committee member suggestions
- 5. Do not include injured party names in minutes
- 6. Post safety committee minutes
- 7. Members should share info with their department

Week 4

Safety committee benefits

- 1. Increases safety awareness
- 2. Improves morale
- 3. Provides a forum to collaborate
- 4. Supports a safe environment

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