

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	7	8	9	10	11	12
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	15	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	21	22	23	24	25	26
Start and end on time	Be respectful of everyone's opinion	Give everyone time to share their thoughts	Provide updates on any committee member suggestions	Do not include injured party names in minutes	Post safety committee minutes	Members should share info with their department
Week 3: General best practices during 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						



Safety committee meetings:

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Week 1	Week 2	Week 3	Week 4
Safety committee frequency and attendees	Safety committee meeting agenda discussion points	General best practices during the meeting	Safety committee benefits
<div>1. Meetings should be held monthly</div> <div>2. Designate a specific date/time for monthly meetings</div> <div>3. All staff members should be encouraged to attend</div> <div>4. There should be an equal number of managers and staff</div> <div>5. Agendas should be prepared prior to meeting</div> <div>6. Assign a safety committee chairperson</div> <div>7. Document safety committee minutes</div>	<div>1. Accidents from the previous month</div> <div>2. Accident root causes and corrective measures</div> <div>3. Building self-inspections</div> <div>4. Safety topic of the month</div> <div>5. Open items</div> <div>6. Encourage all to share any concerns</div> <div>7. Safety training needs</div>	<div>1. Start and end on time</div> <div>2. Be respectful of everyone’s opinion</div> <div>3. Give everyone time to share their thoughts</div> <div>4. Provide updates on any committee member suggestions</div> <div>5. Do not include injured party names in minutes</div> <div>6. Post safety committee minutes</div> <div>7. Members should share info with their department</div>	<div>1. Increases safety awareness</div> <div>2. Improves morale</div> <div>3. Provides a forum to collaborate</div> <div>4. Supports a safe environment</div>