



**TOWN OF COLLIERVILLE**  
**GENERAL SERVICES DEPARTMENT**  
MEMORANDUM



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**TO:** SAFETY COMMITTEE MEMBERS  
**FROM:** JENNIFER BENJAMIN, SAFETY PROGRAM ADMINISTRATOR  
**SUBJECT:** MEETING AGENDA FOR APRIL 2024  
**DATE:** APRIL 10, 2024  
**CC:** DEREK HONEYCUTT

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Meeting Date: April 11, 2024

Meeting Time: 9:00 a.m.

**Meeting Location: Board Chambers**

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1. Call meeting to order.
2. Roll Call of members.
3. Review and approve meeting agenda. (additions/deletions)
4. Approval of minutes: March 14, 2024
5. **Discussion of unfinished business:**
  - 5a. Review: First quarter safety training completion
  - 5b. Discuss: Second quarter safety training
6. **Discussion of New Business:**
  - (A) Discuss: CPR Certification classes
  - (B) Discuss: PEP Loss Control survey results
  - (C) Discuss: Combatting complacency
7. **Miscellaneous Discussion Items:**
  - (A) Review: 2024 First quarter building inspections
  - (B) Assign: 2024 Second quarter building inspections

(C) Review: March First Report of Injuries

(D) Review: March liability claims

8. **Discuss Next Month Business:**

(A) Next Scheduled Meeting: May 9, 2024

(B) Discuss: Second quarter safety training

(C) Discuss: First report of injuries

(D) Update: Second quarter building inspections

(E) Discuss: April liability/property claims

9. Adjourn meeting.