



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
MEMORANDUM



TO: SAFETY COMMITTEE MEMBERS
FROM: JENNIFER BENJAMIN, SAFETY PROGRAM ADMINISTRATOR
SUBJECT: MEETING AGENDA FOR MARCH 2024
DATE: MARCH 12, 2024
CC: DEREK HONEYCUTT

Meeting Date: March 14, 2024

Meeting Time: 9:00 a.m.

Meeting Location: Board Chambers

1. Call meeting to order.
2. Roll Call of members.
3. Review and approve meeting agenda. (additions/deletions)
4. Approval of minutes: January 11, 2024
5. **Discussion of unfinished business:**
 - 5a. Discuss: First quarter safety training
6. **Discussion of New Business:**
 - (A) Discuss: Second quarter safety training
 - (B) Discuss: Article Improving Noise Monitoring and Hearing Conservation
 - (C) Review: Fire Drill Procedures
7. **Miscellaneous Discussion Items:**
 - (A) Review: 2024 First quarter building inspections
 - (B) Review: January and February First Report of Injuries
 - (C) Review: January and February liability claims

8. **Discuss Next Month Business:**

(A) Next Scheduled Meeting: April 11, 2024

(B) Discuss: First/second quarter safety training

(C) Discuss First report of injuries

(D) Update: First quarter building inspections

(E) Discuss: March liability/property claims

9. Adjourn meeting.