

Sample of Minutes of Meeting

Safety Committee, Philips Auto. Sdn. Bhd

Minutes of the Second Meeting of the Safety Committee, held on 11 July 2009 at 5 p.m. at the Mawar Meeting Room, Philips Auto. Sdn. Bhd .

Present :	1.	Shazilan Ahmad	Chairman
	2.	Kyle Ashraff Rashid	Secretary
	3.	Salmah Zainal	Treasurer
	4.	Hafizul b. Yusoff	Committee member
	5.	Mustapha Ali	Committee member
	6.	Rashidah bt. Ali	Committee member

1. **Welcome Speech by Chairman**
The Chairman welcomed the members and thanked them for their cooperation and help during the year.
2. **Apologies for Absence**
Apology for absence was received from Encik Amran b. Salleh who is attending a course in Perak.
3. **Minutes of the First Safety Committee Meeting**
As there were no amendments, the Chairman confirmed the minutes of the third meeting.
4. **Matters Arising From the Minutes of the First Safety Committee Meeting**
There were no matters arising
5. **Chairman's Address**
The Chairman gave a brief summary of the safety issues over the past year.
6. **Annual Reports from the Committee**
 - (a) **Secretary's Report**
The Secretary read out all the activities that were carried out during the first months of the year. They were:-
 1. Safety Awareness Campaign
 2. A Talk from the Safety & Health Executive
 3. 5S CampaignShe also said that the response from the members was overwhelming
 - (b) **Committee's Report**
Mustapha b Ali, a technician from Trim Shop reported that there were two accidents at his line. The report has been submitted to the Production Manager and Human Resources Department. All safety precautions have been taken to avoid the similar accidents happen in the future.
7. **Adoption of Report**
The reports were adopted without any amendments.
8. **Special Business**
 - (a) The treasurer suggested that trips to other factories should be organized to learn about safety precautions from different point of view.
9. **Any other Business**
There was no other business.
10. **Close**
There being no further business, the meeting was adjourned at 6.30 p.m.

Shazilan

Confirmed by,
Shazilan Ahmad
Chairman

Kyle

Recorded by,
Kyle Ashraff b Rashid
Secretary
Date : 16 July 2009

Refer to the example of minutes above and answer the following questions.

1. How many items were discussed in the meeting?

2. When and where was the meeting held?

3. State the name of the absentee of the meeting.

4. What item was discussed after the Welcome Speech by the Chairman?

5. When was the minute of the meeting written?

