**Person Conducting:**

**Room:**

**Date/Time:**

**Attendees:**

**Content**

**Topics Discussed**

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**Questions, concerns or suggestions raised**

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**Safety rules reviewed**

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Meeting minutes are to be retained in the [OHSMS Department Manual](http://www.ucalgary.ca/safety/organizationalcommitment) under *Health & Safety Committee and Records* for a minimum of 3 years.