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| **Tool 4: Health and safety committee meeting minutes template** |

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| Agenda item 1: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |

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| Agenda item 2: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |

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| Agenda item 3: Topic title |
| Discussion points: |
| Action(s): | Person responsible | Proposed completion date |
| 1. |  |  |
| 2. |  |  |