

Start-Up Meeting Template

Appendix A: Start-Up Meeting Agenda	
Project:	
Location:	Facilitator:
Date:	Time:
Purpose:	

Attendees - Mandatory	Attendees - Optional

All contractors and sub-contractors must be present to ensure chemical management communication between all stakeholders.

Meeting Goals:
1.
2.
3.
4.
5.

Include goals related to operations, communication, roles, and responsibilities for all those involved with the chemical management plan.

#	Time	Agenda Items	Purpose*	Sponsor	Minutes

Include agenda items specifically relating to chemical management roles and responsibilities, communication flows, hazards, and controls for all levels and areas.

*Purpose Legend					
1	Provide Coaching	2	Make a Decision	3	Share Information
4	Gathering Input/Feedback	5	Planning	6	Stewardship
7	Work Issues or Problems	8	Provide Training	9	Chemical Management

