

# Safety Meeting Minutes

Date \_\_\_\_\_ Company \_\_\_\_\_

Time \_\_\_\_\_ Location/Crew \_\_\_\_\_

Attendees \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor/Foreman \_\_\_\_\_

Discussions/topics (recent incidents, close calls, inspections, safety or health concerns, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action items/Follow-up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Safety Meeting Minutes

Date \_\_\_\_\_ Company \_\_\_\_\_

Time \_\_\_\_\_ Location/Crew \_\_\_\_\_

Attendees \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor/Foreman \_\_\_\_\_

Discussions/topics (recent incidents, close calls, inspections, safety or health concerns, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action items/Follow-up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Plan to share today's discussion/topics with employees who were not able to attend.*

Keep on file for three years

*Plan to share today's discussion/topics with employees who were not able to attend.*

Keep on file for three years