

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

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