

SAFETY MEETING FORM

Instructions

To be completed by supervisor prior to beginning of job and ensure this form is maintained for the record. When changes in work procedures occur or when additional hazards are present, supervisor/person in charge must conduct the assessment. Please refer to job safety analysis and/or safety procedures.

TOPICS/HAZARDS DISCUSSED:

INFORMAL TRAINING CONDUCTED (Name, topics):

ATTENDANCE

Name	Signature

Supervisors Signature/Date: _____