# Safety Meeting Minutes

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| Safety meeting conducted by: |       |
| Date of meeting: |       | Time: |       |
| Attendees: |                      |
| Cc: |       |

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| **Item** | **Description of Discussion** | **Person Responsible** | **Completion Due Date** | **Completed On** |
| 1 | **Safety/environment items**                     |                      |                      |                      |
| 2 | **Other topics discussed**      **Inspections****Assessments****Industry alerts****Close calls and near misses****Incidents and investigations** |                      |                      |                      |
| 3 | **Follow up on old business**           |            |            |            |
| 4 | **New business**           |            |            |            |

# Employee Sign-In

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| **Name** | **Signature** |
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