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| **Safety Meeting Minutes** | **[your company name/logo here**] |
| Date & time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Meeting Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Standard Meeting Topics** | **Additional notes & details:** |
| Action items from previous meeting |  |
| Review of recent near misses or incidents |  |
| Workplace inspection results |  |
| Employee concerns |  |
| **Specific Safety Issues** | **Y** | **N** | **This Meeting Topic:** |
| Emergency evacuation plan |  |  |  |
| Communication plan |  |  |
| PPE |  |  |
| First aid |  |  |
| Fire procedures |  |  |
| Weather hazards |  |  |
| Ground conditions |  |  |
| Buddy system |  |  |
| Working alone or in isolation |  |  |
| Vehicle safety |  |  |
| Traffic safety |  |  |
| Equipment safety |  |  |
| Today’s Safety Topic |  |  |
| **Employees in attendance (signatures):**

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