Safety Meeting Minutes

Date _____ Company_____ Date Company Time _____ Location/Crew _____ Attendees _____ Supervisor/Foreman_____ Discussions/topics (recent incidents, close calls, inspections, safety or health concerns, etc.) Action items/Follow-up

 ${\it Plan \ to \ share \ today's \ discussion/topics \ with \ employees \ who \ were \ not \ able \ to \ attend.}$ Keep on file for three years

S574 11.18

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