



# Safety Meeting Report

Company: \_\_\_\_\_ Project: \_\_\_\_\_

Topic: \_\_\_\_\_

Presenter: \_\_\_\_\_ Date: \_\_\_\_\_ Meeting Length: \_\_\_\_\_

Yes  No Discussion of recent near misses or actual accidents (*give a brief description, cause(s), corrective action, etc.*)

Focus / Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No Summary of safety violations on most recent job audit.

Focus / Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No Discussion of coming changes/events regarding hazards to be aware of and safety precautions to take.

Focus / Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No Discussion of safety topic appropriate for current or near future activity (*i.e., scaffolds, critical crane lifts, helicopters, excavation, hazardous materials, falls, etc.*)

Focus / Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments or suggestions offered by attendees:

Focus / Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attendance – List employees and subcontractors separately on the back of this form.

Presenter's Signature: \_\_\_\_\_ Title: \_\_\_\_\_