

Safety Meeting Minutes

Automated Form Number	<input type="checkbox"/> Template Library-Example Template Project-Example Team-DP-SAF-0059-1	
Notes	Remember, you must: <ul style="list-style-type: none"> • Keep meeting minutes for one year. • Cover specific topics in your meetings. 	
Worksite Location	Brenda Road, UK Lot 3B, Zone 2	
Meeting Start and Finish Time	Start: Tuesday, 12 February 2019, 8:00:00 am	End: Tuesday, 12 February 2019, 8:30:00 am
Meeting Attendees	<ul style="list-style-type: none"> • Evan Wong - Safety coordinator • Sophie Turner - Site engineer • Elizabeth Quay - Project manager • John Johnson - Machine operator 	
Minutes Written by	Dave Hodgson - Safety Manager	
Meeting Leader	Dave Hodgson	

Meeting Agenda and Minutes

Reviewed Minutes from Last Meeting?	Yes		
Unfinished Business from Last Meeting	<ul style="list-style-type: none"> • Scaffold inspection frequency still hasn't been resolved and scheduled in • Night shift supervision hasn't been resolved • PPE inspection has not been conducted 		
Hazards	Any Hazards Reported During this Time Period?	Yes	
Describe Hazards	<ul style="list-style-type: none"> • More issues with the scaffold safety - which needs to be inspected ASAP • Excavation was conducted with expired permit and no safety coordinator or manager was informed until later in the week 		
Describe any Accident Investigations Conducted Since Last Meeting	<ul style="list-style-type: none"> • Investigation on excavation permitting procedure - no accident involved 		
Accident Investigations	Did you identify and correct the cause of the unsafe situation(s)?	Yes	Comments: Excavation permit process caused the permit to be missed, and the excavator operator thought it has been signed off. Working on automating this process through workflows.

Osha Safety Meeting Template

M Lipman

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