

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

Hussin A.Rothana



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