

# SAFETY MEETING REPORT

**Company Name:** \_\_\_\_\_

Safety meetings will be held at least monthly. These meetings should be informal and employees should be encouraged to participate if not lead the discussions. Whenever a new process or new product is introduced, a mandatory meeting of department personnel will be held to discuss the necessary safety precautions involved. A written record of all safety meetings will be completed on this report and kept on file.

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Topic(s) Discussed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names of Employees Attending:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Conducted By: \_\_\_\_\_

Safety Coordinator Signature: \_\_\_\_\_

Comments / Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_