



Safety Meeting Minutes

This form is provided to document safety related meetings such as a regularly occurring Trade Safety Meeting with representatives or supervisors of all Contractors or the monthly Site Safety Meeting with all workers on site. Use of this form is not required provided other sufficient means of documenting meetings are used.

Project: _____ Date: _____

Agenda Items

Trade Safety Meeting Site Safety Meeting Other

Suggestions / Additional Discussion

Action items (Any issues raised at this meeting requiring specific action and / or follow up)

Attendance (Please print legibly and attach additional sheets if necessary)

Meeting conducted by

Site Safety Signature