

# SAFETY MEETING RECORD

\_\_\_\_\_  
Person Conducting

\_\_\_\_\_  
Department/Area

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Number Attending

Attendees:

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

## CONTENT

What was the main topic? \_\_\_\_\_

What were the subtopics? \_\_\_\_\_

What questions or concerns were expressed? \_\_\_\_\_

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Safety rules reviewed \_\_\_\_\_

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\_\_\_\_\_