

Attendance Form - Safety Meeting

Note to supervisor: Complete and file this form each time a safety meeting is conducted.

Topic: _____

Date: _____

Discussion leader: _____

Time: _____

Persons attending:

Signature:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Previous Safety Meeting Issues: _____

Description of Topic: _____

Comments and suggestions: _____

Date of next meeting: _____

Signed: _____

(Supervisor)