



Safety Meeting Record Form			
Company Name		Meeting Number	
Regulation Ref #		Topic	General Safety
Construction General Safety			
<ul style="list-style-type: none"> ✓ Show up on time each day, well rested, and free from the influences of drugs or alcohol. ✓ Be alert for all traffic and construction vehicles. Make sure operators can see you. ✓ Be familiar with all the hazards on the job worksite. ✓ Know and use the required PPE. Inspect PPE, tools, and equipment before use. ✓ Obey all posted warnings signs, barriers, and signals. ✓ Do not run on the job site. Walk and pay attention to where you are going. Never use cell phones while walking or in a hazard area. ✓ Do not use equipment unless you are specifically trained and authorized to do so. ✓ Never engage in horseplay or unsafe behaviors. ✓ Operate moving equipment slowly and carefully. Watch for other workers and do not exceed recommended speeds or loads to prevent tip overs. ✓ Complete all required safety training. 			
Additional Notes		Meeting Documentation	
<i>List any special requirements for this work group or any additional topics discussed.</i> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>		<div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 25px; margin-bottom: 5px;"></div>	
Additional Information			
SDS Reviewed		Accident Report Reviewed	
Procedure Reviewed		Policy Reviewed	