

---

# Safety Meeting Record

**Date:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Employees in attendance:**

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

**Suggestions:**

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

**Suggestions for follow-up:**

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