My Safety Solution

SAFETY MEETING RECORD

Toolbox Talks & Safety Documentation

MEETING INFORMATION

Date: ..... **Time:** .....

Location: ..... **Presenter:** .....

Dept/Crew: .....

Today's Safety Topic

Topic Title:

Key Hazards Discussed:

Discussion Points

1.
2.
3.
4.
5.

Site-Specific Hazards

Current hazards identified at this location:

Corrective Actions

Action Item / Corrective Action	Responsible Person	Due Date

Employee Questions & Feedback

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SAFETY MEETING RECORD

Attendance & Verification

Attendance Record

Employee Name (Print)	Signature

MEETING COMPLETION VERIFICATION

I certify that this safety meeting was conducted and all attendees were given the opportunity to ask questions and discuss workplace hazards.

Supervisor Signature: _____ **Date:** _____