Safety meeting sign-in sheet

Date _____ **Start and end time** _____

Site or location _____ **Meeting leader** _____

Meeting type _____ **Main topic** _____

Reviewed at this meeting

- ☐ Incidents and near misses since the last meeting
- ☐ Open corrective actions
- ☐ Inspection findings
- ☐ Training and certifications coming due
- ☐ Changes to the work, the site or the equipment
- ☐ Questions and concerns from the team

Attendance

Each person signs for themselves. Write a note beside anyone who left early.

#	Name (print)	Employee ID	Crew or department	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Follow-ups

What needs to happen	Owner	Due