



MEETING:            SAFETY TOPIC            INSTRUCTION            JOB TRAINING            INDUCTION

Venue : \_\_\_\_\_

TIME:            FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESENTER: \_\_\_\_\_

**Attendees:**

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

**Issues outstanding from last meeting:**

ITEM	ISSUE/INSTRUCTION	BY WHOM	BY WHEN

**Topic(s) of discussion this meeting:**

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