Minutes from my safety meeting

Before you begin...

- If your employees do construction, utility work, or manufacturing you must keep minutes of all your safety meetings for three years.
- All other employers: You don't have to keep minutes if *all* your employees attend the meetings. However, you must keep minutes at meetings when *any* employee is absent.

Date of today's meeting _____ / _____ / _____ **Keep until** _____ / _____ / _____

Attending

Absent

What are the issues and hazards?

Write down any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices.