CALGARY SAFETY CONSULTANTS

Safety Meeting Record

Toolbox talk or safety meeting record

Keep the meeting short and practical, and give workers time to speak. Record the topics, any concerns raised and who will follow up, then have everyone who attended sign in. Close each follow-up item and report back at the next meeting.

Date | **Time** | **Site or location** | **Led by**

Type of meeting

- ☐ Toolbox or tailgate talk
- ☐ Pre-job or start-up meeting
- ☐ Crew safety meeting
- ☐ Monthly safety meeting
- ☐ Meeting after an incident
- ☐ Other:

Topics covered (tick all that apply)

- ☐ Today's hazards (field-level assessment)
- ☐ Recent incidents or near misses
- ☐ Inspection findings
- ☐ New or changed procedures
- ☐ Weather or site conditions
- ☐ Emergency procedures
- ☐ PPE
- ☐ Right to refuse unsafe work
- ☐ Equipment or tools

Main topic and key points discussed

Worker questions, concerns and follow-up

Question, concern or suggestion	Action to be taken	Who	By when	Closed
				☐
				☐
				☐
				☐
				☐
				☐

- ☐ Follow-up items from the last meeting were reviewed
- ☐ Copy shared with the health and safety committee or representative

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

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Attendance

Meeting date	Site or location	Led by

Name	Company or crew	Signature or initials	Raised a concern
			☐
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Supervisor signature or initials	Date	Number attending

Running better safety meetings. Our free guides at calgarysafetyconsultants.ca/safety-guides/ cover hazard assessments, inspections and incidents, which make good meeting topics. Calgary Safety Consultants can help you build a meeting program that crews actually take part in.

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