

**SMR
BLANK FORMS**

SAFETY MEETING REPORT

This form shall be completed and kept on file

Contractor _____ Date _____

Safety Topic _____

Job Description _____ Job Location _____

New Hazardous Material on Site? _____ MSDS Reviewed _____

Site Inspection Performed By _____ Date _____ Time _____

Inspection Results _____

What Corrective Action Was Taken? _____

Hazard Created By? _____ Was Party Notified? _____ Date Party Notified _____

Additional Subjects Or Remarks _____

Recommendations, Suggestions, Unsafe Conditions Previously Reported and Their Status

The Undersigned hereby acknowledges being in attendance at the Safety Meeting where the above referenced Safety Topic and MSDS (if any) were reviewed. Please write legibly.

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Meeting leader _____ Title _____