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 ________________________