

SAFETY MEETING MINUTES

DATE:

TIME:

CONDUCTED BY:

SAFETY COMPLIANCE COMPANY

CONDUCTED FOR:

SUBJECT DISCUSSED: FALL PROTECTION

Fall harness system, anchor points, guardrails, roof jacks, safety nets, Fall Protection Plan (CAZ), etc.

- 1. Discussion held on the different forms of fall protection.**
- 2. Discussion held on the different fall protection trigger heights required by the state and federal government.**
- 3. Discussion held on statistics for falls at work.**

References used for the meeting from Rules and Regulations section of the manual, the Fall Protection Program.

REVIEW OF INJURIES

Reviewed prior injuries and close calls for previous month. Discussed what new procedures and policies can be implemented to prevent recurrence.

REVIEW OF EMPLOYER & EMPLOYEE RESPONSIBILITY

Discussed that it is responsibility of *Company Name* to provide the safest possible environment for its employees, and that it is the responsibility of the employees to be accountable for their own safety by adhering to the Code of Safe Practices for their job and by abiding by the safety rules and regulations of the Company.

RECOMMENDATIONS:

1.

2.

SAFETY INSTRUCTOR
SAFETY COMPLIANCE COMPANY

DATE