

www.adage-automation.in

- 1 Go to Login | Adage Automation
- 2 Enter Your Username and Pass...
- 3 Click on Log in
- 4 Click on New
- 5 Select the Date & Time of the ...
- 6 Fill in the details in the "ITEMS..."
- 7 If not discussed then check the...
- 8 If discussed then fill in the det...
- 9 Click on Add a line
- 10 Enter the details as required
- 11 Click on Save & Close
- 12 Click on Add a line to enter on...
- 13 Fill in the details
- 14 Click on Save & New if you wa...
- 15 Enter the details and Click on ...
- 16 You can view the entered details
- 17 In the 'TICK AS APPLICABLE' ...
- 18 Check boxes as below shown
- 19 Fill in the other Items section a...
- 20 Select options whichever are r...
- 21 If Others (Specify) is selected t...
- 22 "Specify Others (Issue raised)" ...
- 23 Enter the details in it
- 24 Similarly fill in the other releva...
- 25 In the 'ACTIONS RESULTING F...
- 26 Click on Add a line
- 27 Fill in the details and Click on ...
- 28 Click on Save & Closeonce you...
- 29 In the "Attendees" section, Ad...
- 30 Enter details and click on signa...
- 31 Click on Adopt & Sign once yo...
- 32 Click on Save & New to add m...
- 33 Fill in the details and Click on ...
- 34 Save this meeting record
- Once a record is saved, it will ...

Safety Meeting Guide

Created on 11/4/2025 by Shivani

1 Go to Login | Adage Automation

2 Enter Your Username and Password

3 Click on Log in

4 Click on New

Safety Meetings Meetings Attendees

New Meetings

Description Safety Representative



This is your new action.

By default, it contains a list and a form view and possibly other view types depending on the options you chose for your model.

5 Select the Date & Time of the meeting

Safety Meetings Meetings Attendees

New Meetings

Location	AMNS Hazira	Supervisor/Line Manager*																																																								
Department	Service Engineers	Safety Representative Nayan Patel																																																								
Date & Time of Meeting	20/11/2025 11:00	Signature of Safety Representative Only																																																								
<table border="1"> <thead> <tr> <th>#</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>44</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>45</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>46</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>47</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>48</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>49</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			#	Sun	Mon	Tue	Wed	Thu	Fri	Sat	44						1		45	2	3	4	5	6	7	8	46	9	10	11	12	13	14	15	47	16	17	18	19	20	21	22	48	23	24	25	26	27	28	29	49	30						
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6 Fill in the details in the "ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)" Section

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

Not discussed <input type="checkbox"/>	Sr. No.	Review Of Action Taken Fr...
Items of General Safety Importance	<input type="text"/> Add a line	
Items of Safety Interest to this Group:	<input type="text"/>	
SOP relevant to this group:	<input type="text"/>	
REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES		
TICK AS APPLICABLE		OTHER ITEMS
Personal protective equipment		Hazardous Materials on Work Site

7 If not discussed then check the "Not discussed" field

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

<input type="checkbox"/> Not discussed	<input checked="" type="checkbox"/>
Items of General Safety Importance	
Items of Safety Interest to this Group:	
SOP relevant to this group:	

REMINDS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES

TICK AS APPLICABLE		OTHER ITEMS
<input type="checkbox"/> Personal protective equipment	<input type="checkbox"/>	Hazardous Materials on Work Site
<input type="checkbox"/> Electrical equipment	<input type="checkbox"/>	Safety Alert Tips

Review Of Action Taken Fr...

Add a line

Sr. No.

Search

8 If discussed then fill in the details

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

<input type="checkbox"/> Not discussed	<input checked="" type="checkbox"/>
Items of General Safety Importance	
Items of Safety Interest to this Group:	
SOP relevant to this group:	

REMINDS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES

TICK AS APPLICABLE		OTHER ITEMS
<input type="checkbox"/> Personal protective equipment	<input type="checkbox"/>	Hazardous Materials on Work Site
<input type="checkbox"/> Electrical equipment	<input type="checkbox"/>	Safety Alert Tips

Review Of Action Taken Fr...

Add a line

Sr. No.

Search

9 Click on Add a line

Safety Meetings Meetings Attendees

New **Meetings** 04-11-2025

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

<input type="checkbox"/> Not discussed	<input checked="" type="checkbox"/>
Items of General Safety Importance	
Items of Safety Interest to this Group:	
SOP relevant to this group:	

REMINDS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES

TICK AS APPLICABLE		OTHER ITEMS
<input type="checkbox"/> Personal protective equipment	<input type="checkbox"/>	Hazardous Materials on Work Site
<input type="checkbox"/> Electrical equipment	<input type="checkbox"/>	Safety Alert Tips

Review Of Action Taken Fr...

Add a line

Sr. No.

Search

10 Enter the details as required

Create

1

Review Of Action Taken **abcabc**
From Last Meeting

Save & Close **Save & New** **Discard**

Hazardous Materials on Work Site

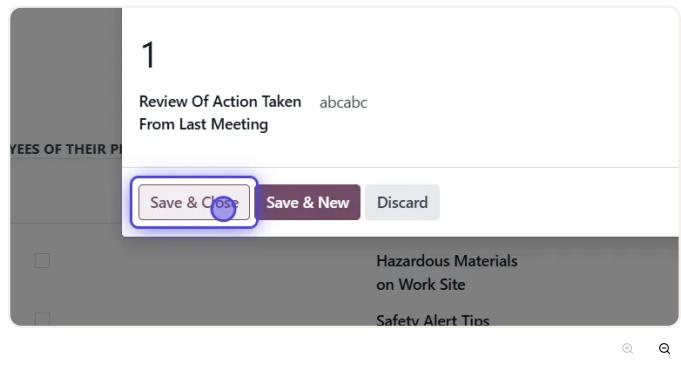
Safety Alert Tips

Issue raised by worker

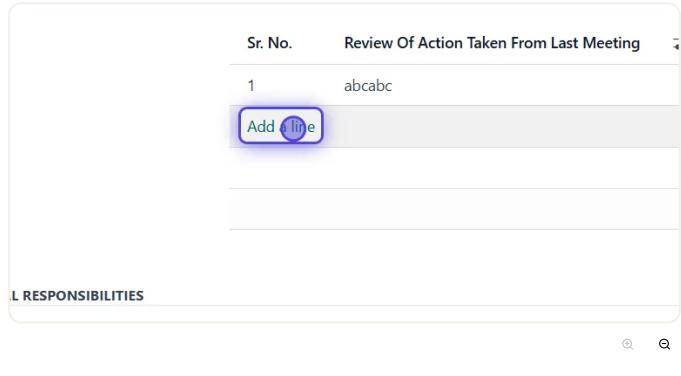
Nayan Patel

Search

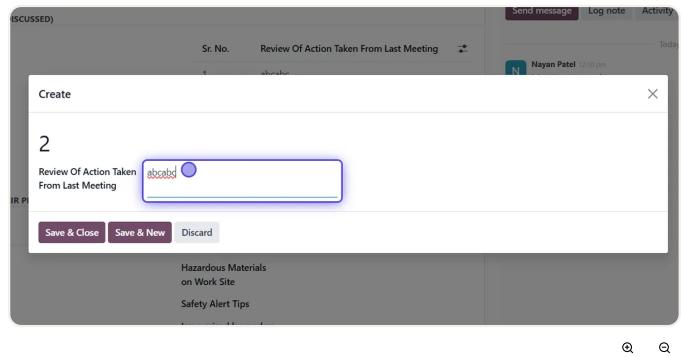
11 Click on Save & Close



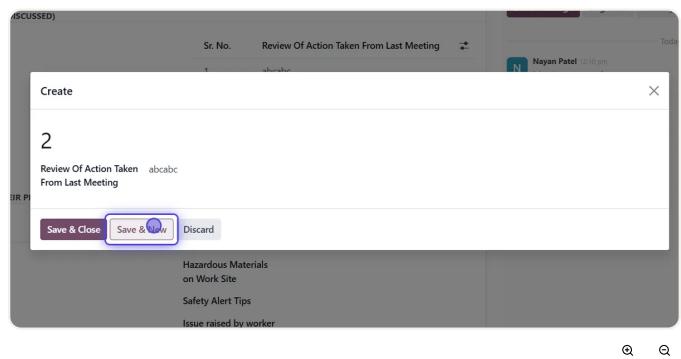
12 Click on Add a line to enter one more action taken



13 Fill in the details



14 Click on Save & New if you want to add one more action taken



15 Enter the details and Click on Save & Close

Sr. No. Review Of Action Taken From Last Meeting 

Nayan Patel (20 min)

Create

3

Review Of Action Taken  From Last Meeting

Save & Close **Save & New** **Discard**

Hazardous Materials on Work Site
Safety Alert Tips
Issue raised by worker

16 You can view the entered details

Sr. No.	Review Of Action Taken From Last Meeting
1	abcabc
2	abcabc
3	abcabc
Add a line	

17 In the 'TICK AS APPLICABLE' section, check the box for whatever applicable

REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES

TICK AS APPLICABLE	OTHER ITEMS
<input type="checkbox"/>	Hazardous Materials on Work Site
<input type="checkbox"/>	Safety Alert Tips
<input type="checkbox"/>	Issue raised by worker representative
<input type="checkbox"/>	Safety Message Hand Outs
<input type="checkbox"/>	Other Items
<input type="checkbox"/>	

18 Check boxes as below shown

TICK AS APPLICABLE	OTHER ITEMS
<input checked="" type="checkbox"/>	Hazardous Materials on Work Site
<input type="checkbox"/>	Safety Alert Tips
<input checked="" type="checkbox"/>	Issue raised by worker representative
<input checked="" type="checkbox"/>	Safety Message Hand Outs
<input type="checkbox"/>	Other Items
<input type="checkbox"/>	

19 Fill in the other Items section as per meeting

OTHER ITEMS

- Hazardous Materials on Work Site
- Safety Alert Tips
- Issue raised by worker representative
- Safety Message Hand Outs
- Other Items

20 Select options whichever are relevant for each field

OTHER ITEMS

- Hazardous Materials on Work Site
 - Combustible Dusts / Powders (carb... X)
 - Radioactive / X-ray Sources (quaque... X)
- Safety Alert Tips
 - Emergency Evacuation Routes X
- Issue raised by worker representative
 - Environmental Emissions Concern X
- Safety Message Hand Outs
- Other Items

21 If Others (Specify) is selected then,

OTHER ITEMS

- Hazardous Materials on Work Site
 - Combustible Dusts / Powders (carb... X)
 - Radioactive / X-ray Sources (quaque... X)
- Safety Alert Tips
 - Emergency Evacuation Routes X
- Issue raised by worker representative
 - Environmental Emissions Concern X
 - Others (Specify)
 - Follow-up on Previous Action
 - Environmental Emissions Concern
 - Housekeeping / Waste Management
- Safety Message Hand Outs
- Other Items

22 "Specify Others (Issue raised)" field will pop up, you need to fill in that

on Work Site

Radioactive / X-ray Sources (quaque... X)

Safety Alert Tips

Emergency Evacuation Routes X

Issue raised by worker representative

Environmental Emissions Concern X

Others (Specify)

Specify Others (Issue raised)

Safety Message Hand Outs

Other Items

23 Enter the details in it

on Work Site Radioactive / X-ray Sources (gauge... X)

Safety Alert Tips Emergency Evacuation Routes X

Issue raised by worker Environmental Emissions Concern X
representative Others (Specify) X

Specify Others (Issue raised) abcabc

Safety Message Hand Outs

Other Items

24 Similarly fill in the other relevant fields

Safety Alert Tips Emergency Evacuation Routes X

Issue raised by worker Environmental Emissions Concern X
representative Others (Specify) X

Specify Others (Issue raised) abcabc

Safety Message Hand Outs

Other Items

25 In the 'ACTIONS RESULTING FROM THIS MEETING' section

ACTIONS RESULTING FROM THIS MEETING

Action Item	Action By	When
Add a line		

ATTENDEES

Attended By	Company
Add a line	

26 Click on Add a line

Other Items

ACTIONS RESULTING FROM THIS MEETING

Action Item	Action By	When
Add a line		

ATTENDEES

Attended By	Company
Add a line	

27 Fill in the details and Click on Save & New

The screenshot shows a 'Create' dialog for a meeting. The title field contains '1'. The 'Action By' field is set to 'Biplab Das'. The 'When' field is set to '04/11/2025'. At the bottom of the dialog are three buttons: 'Save & Close', 'Save & New' (which is highlighted with a blue border), and 'Discard'. The background shows a dark grey header with 'Outs' and 'Other Items' tabs, and a user profile for 'Nayan Patel'.

28 Click on Save & Close once you complete filling in the details

The screenshot shows the same meeting creation dialog, but the title has changed to '2'. The 'Action By' field is now 'Kadali Durga Prasad'. The 'When' field remains '04/11/2025'. The 'Save & Close' button is highlighted with a blue border. The background remains consistent with the previous screenshot.

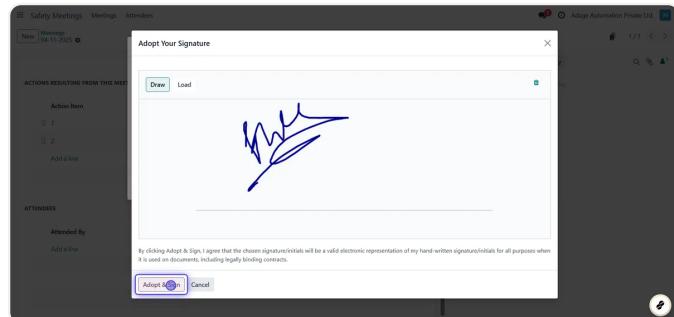
29 In the "Attendees" section, Add all the employees present for the meeting

The screenshot shows the 'Attendees' section of the meeting creation interface. It lists two attendees: 'Biplab Das' (added on 04/11/2025) and 'Kadali Durga Prasad' (added on 04/11/2025). Below the list is a button labeled 'Add a line'. The background shows a dark grey header with 'Outs' and 'Other Items' tabs, and a user profile for 'Nayan Patel'.

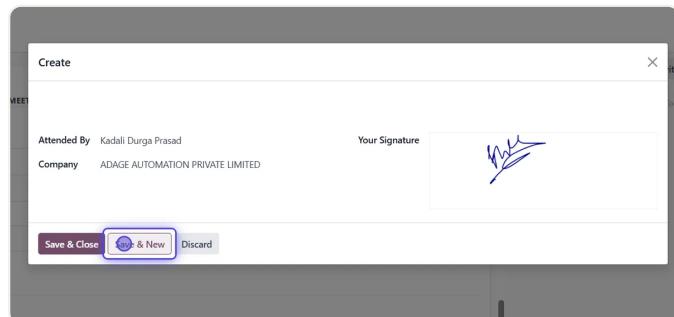
30 Enter details and click on signature to sign

The screenshot shows the final step of entering details and signing. The 'Attendees' section is visible at the top. Below it, the 'Create' dialog shows 'Attended By' as 'Kadali Durga Prasad' and 'Company' as 'ADAGE AUTOMATION PRIVATE LIMITED'. To the right, there is a placeholder for a 'Your Signature' with a small circular icon and the word 'SIGNATURE'. At the bottom of the dialog are the 'Save & Close', 'Save & New' (highlighted with a blue border), and 'Discard' buttons. The background shows a dark grey header with 'Outs' and 'Other Items' tabs, and a user profile for 'Nayan Patel'.

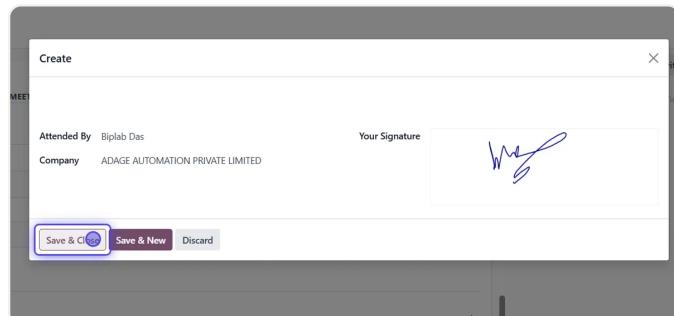
31 Click on Adopt & Sign once you have signed



32 Click on Save & New to add more attendees



33 Fill in the details and Click on Save & Close



34 Save this meeting record



ⓘ Once a record is saved, it will become read-only, and the Safety Representative will be required to sign after receiving the email.



Shivani wrote this guide in 4 minutes and 45 seconds, you could too.

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