

# Safety Meeting Guide

Created on Nov 4, 2025 by Shivani

## 1 Go to Login | Adage Automation

## 2 Enter Your Username and Password

### 3 Click on Log in

**ADAGE**

Jobs RFQ EDIT

Email  Choose a user

Password  Reset Password

**Login**

Don't have an account? [Log in as superuser](#)

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### 4 Click on New

Safety Meetings Meetings Attendees

**New** Meetings 

Description



**This is your new action.**

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

**Dubble**

## 5 Select the Date & Time of the meeting

Safety Meetings Meetings Attendees

New Meetings New

<b>Location</b>	AMNS Hazira	<b>Supervisor/Line Manager*</b>																																																								
<b>Department</b>	Service Engineers	<b>Safety Representative</b>																																																								
<b>Date &amp; Time of Meeting</b>	04/11/2025 11:00	<b>Signature of Safety Representative Only</b>																																																								
<div style="text-align: center;"> <span>&lt;</span> November 2025 <span>&gt;</span> <table border="1" style="margin-top: 10px; width: 100%;"> <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></td> <td>1</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> </div>			#	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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49	30																																																									

**ITEMS DISCUSSED**

Not discussed	Sr. No.	Review Of Action Taken Fr...
Items of General Importance	Add a line	
Items of Safety to this Group:		
SOP relevant to group:		
<b>REMINDERS TO</b>		

11:00

**TICK AS APPLICABLE**

Personal protective

**OTHER ITEMS**

Hazardous Materials

**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	Add a line	
Items of Safety Interest to this Group:		
SOP relevant to this group:		
<b>REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES</b>		
<b>TICK AS APPLICABLE</b>		<b>OTHER ITEMS</b>
Personal protective equipment <input type="checkbox"/>	Hazardous Materials on Work Site	



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

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



## 8 If discussed then fill in the details

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

 dubble

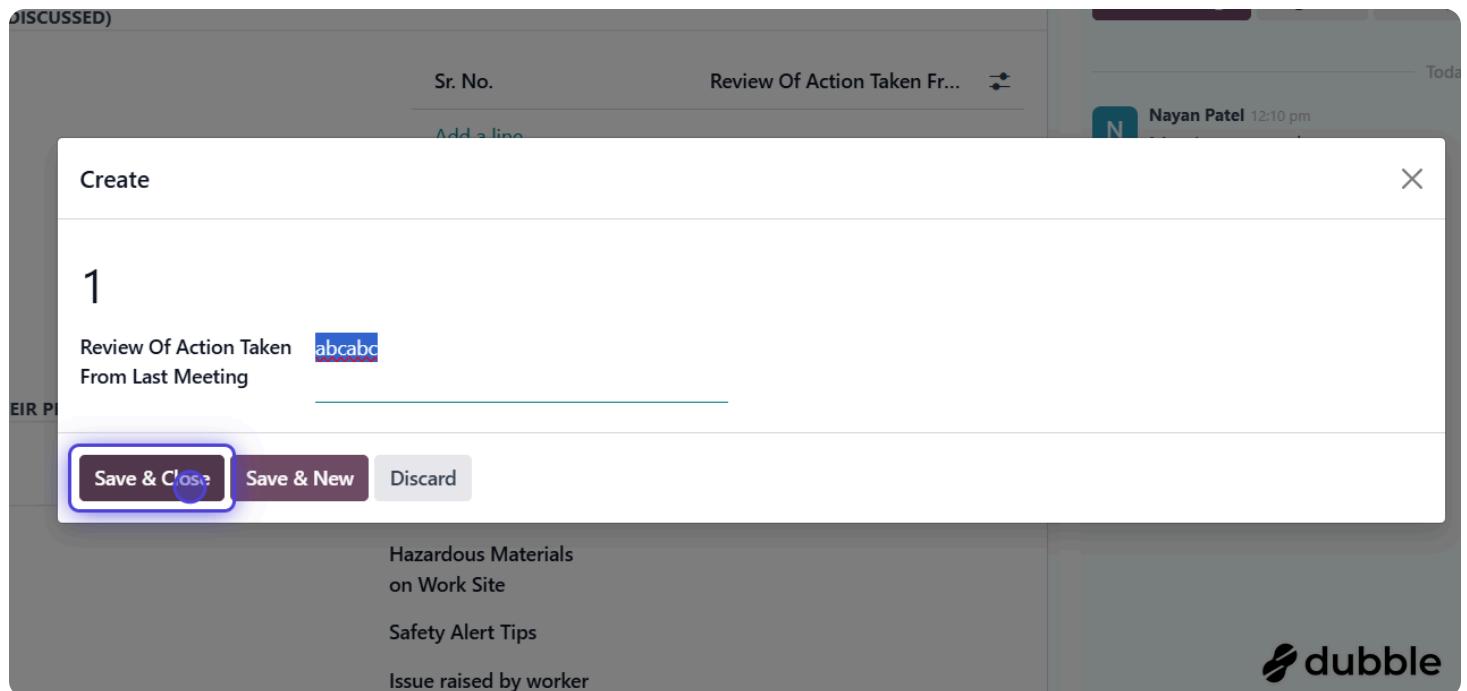
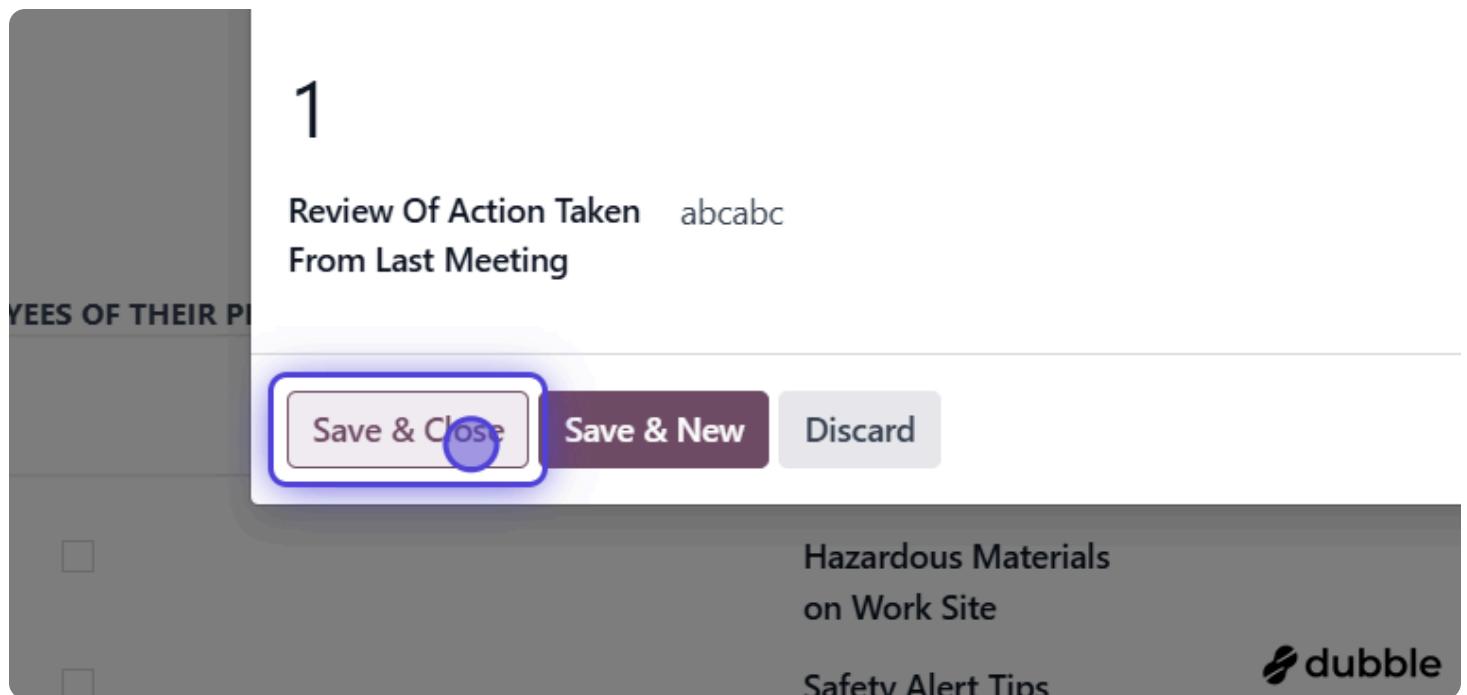
## 9 Click on Add a line

 Safety Meetings   Meetings   Attendees

New **Meetings** 04-11-2025 

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="checkbox"/>	Add a line	
Items of Safety Interest to this Group:		
SOP relevant to this group:		
<b>REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES</b>		
<b>TICK AS APPLICABLE</b>		<b>OTHER ITEMS</b>

 dubble

**10** Enter the details as required**11** Click on Save & Close

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

Sr. No.	Review Of Action Taken From Last Meeting
1	abcabc
<b>Add a line</b>	

**13** Fill in the details

DISCUSSED)	Sr. No.	Review Of Action Taken From Last Meeting	Send message	Log note	Activity
	1	abcabc			Today
			Nayan Patel	12:10 pm	

**Create** X

**2**

Review Of Action Taken From Last Meeting

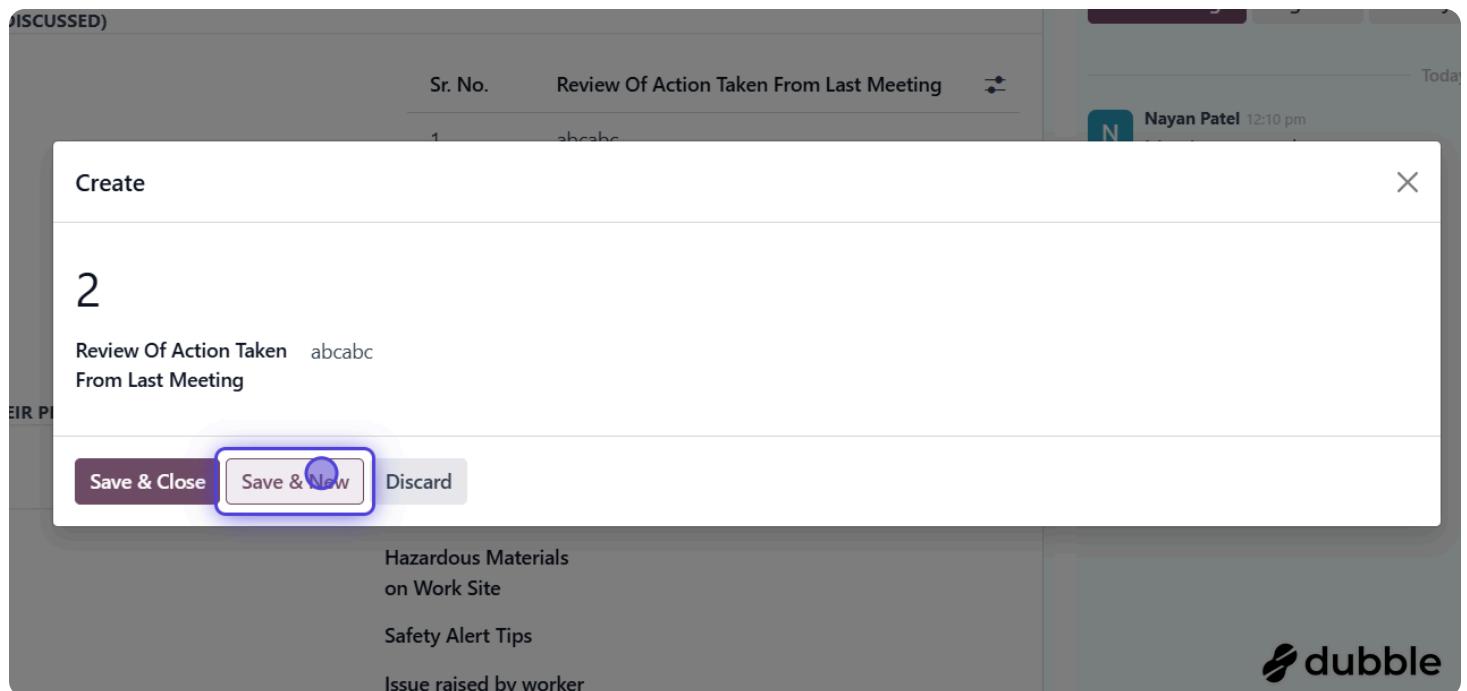
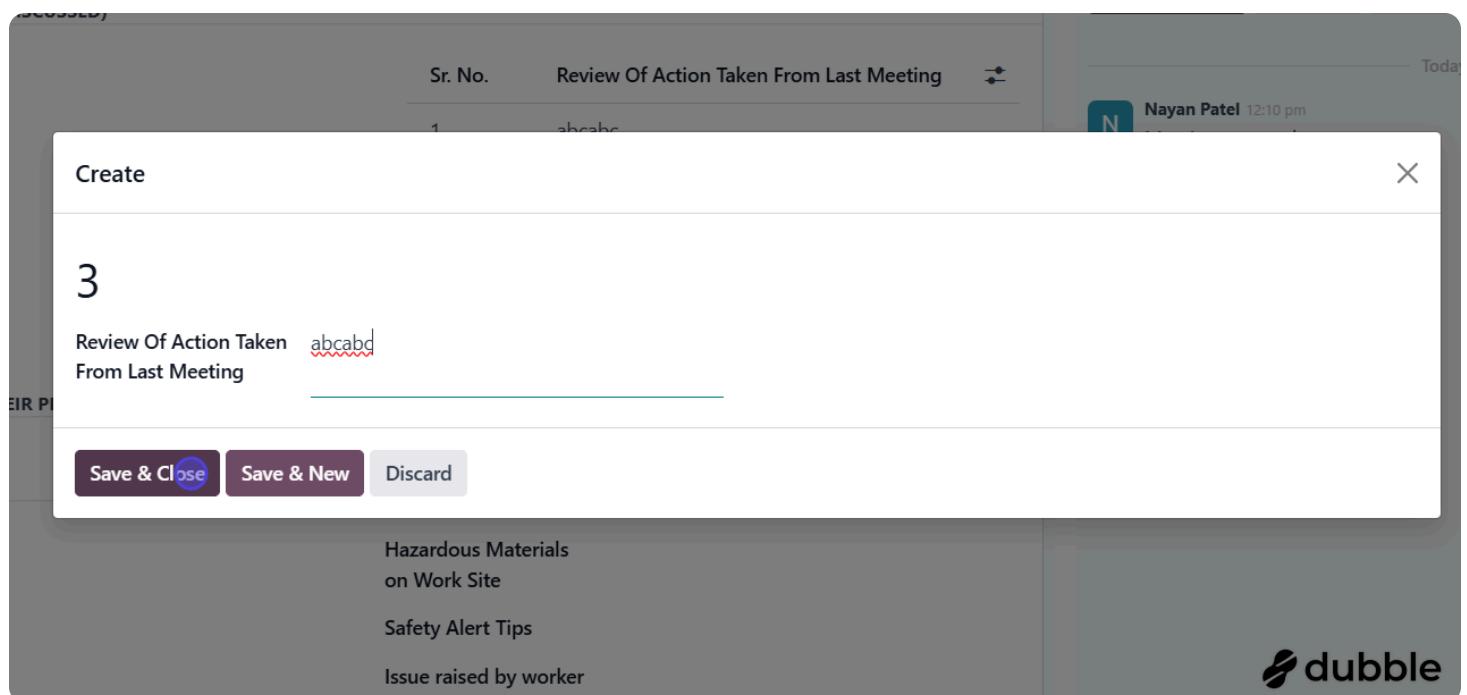
**Save & Close** **Save & New** **Discard**

Hazardous Materials on Work Site

Safety Alert Tips

Issue raised by members



**14 Click on Save & New if you want to add one more action taken****15 Enter the details and Click on Save & Close**

**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**

Personal protective equipment

**OTHER ITEMS**

Hazardous Materials on Work Site

Electrical equipment condition

Safety Alert Tips

Road Safety

Issue raised by worker representative

Housekeeping

Safety Message Hand Outs

Gas Safety

Other Items

No Alcohol Regulations



**18** Check boxes as below shown

<b>TICK AS APPLICABLE</b>		<b>OTHER ITEMS</b>
Personal protective equipment	<input checked="" type="checkbox"/>	Hazardous Materials on Work Site
Electrical equipment condition	<input type="checkbox"/>	Safety Alert Tips
Road Safety	<input checked="" type="checkbox"/>	Issue raised by worker representative
Housekeeping	<input checked="" type="checkbox"/>	Safety Message Hand Outs
Gas Safety	<input type="checkbox"/>	Other Items
No Alcohol Regulations	<input type="checkbox"/>	


**19** Fill in the other items section as per meeting

<b>OTHER ITEMS</b>
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 (gauge... 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 (gauge... X)



Nayan P  
Meeting

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 C

Housekeeping, Waste Mana

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 (gauge... X)

Safety Alert Tips

Emergency Evacuation Routes X

Issue raised by worker  
representative

Environmental Emissions Concern X

Others (Specify) X

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  
representative

Environmental Emissions Concern X

Others (Specify) X

Specify Others (Issue  
raised)

abcabd

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 abcabc  
raised)

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	More
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	

**dubble**

**27 Fill in the details and Click on Save & New**

Outs      Chemical SDS Summary Sheet X

Other Items

Nayan Patel 12:10 pm  
Meetings created

Create X

1

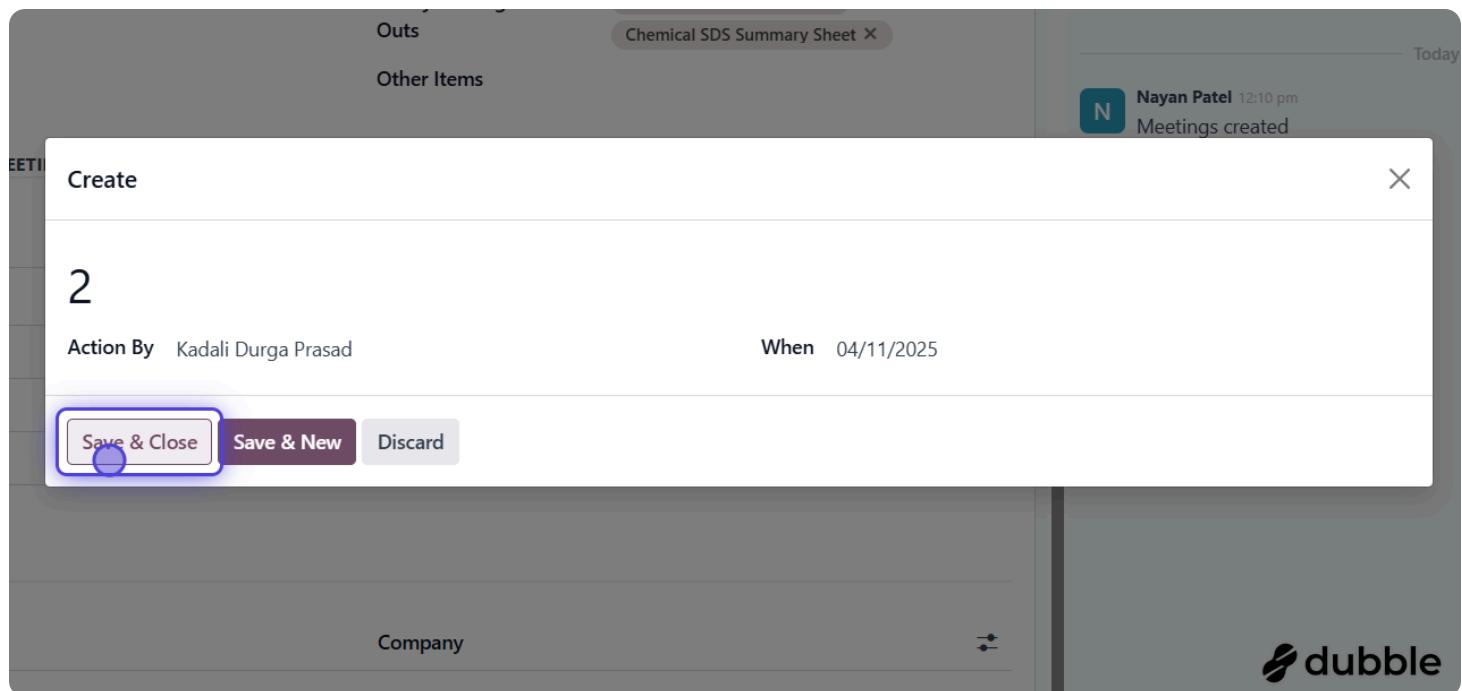
Action By Biplab Das      When 04/11/2025

**Save & Close** Save & New Discard

Company

**dubble**

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



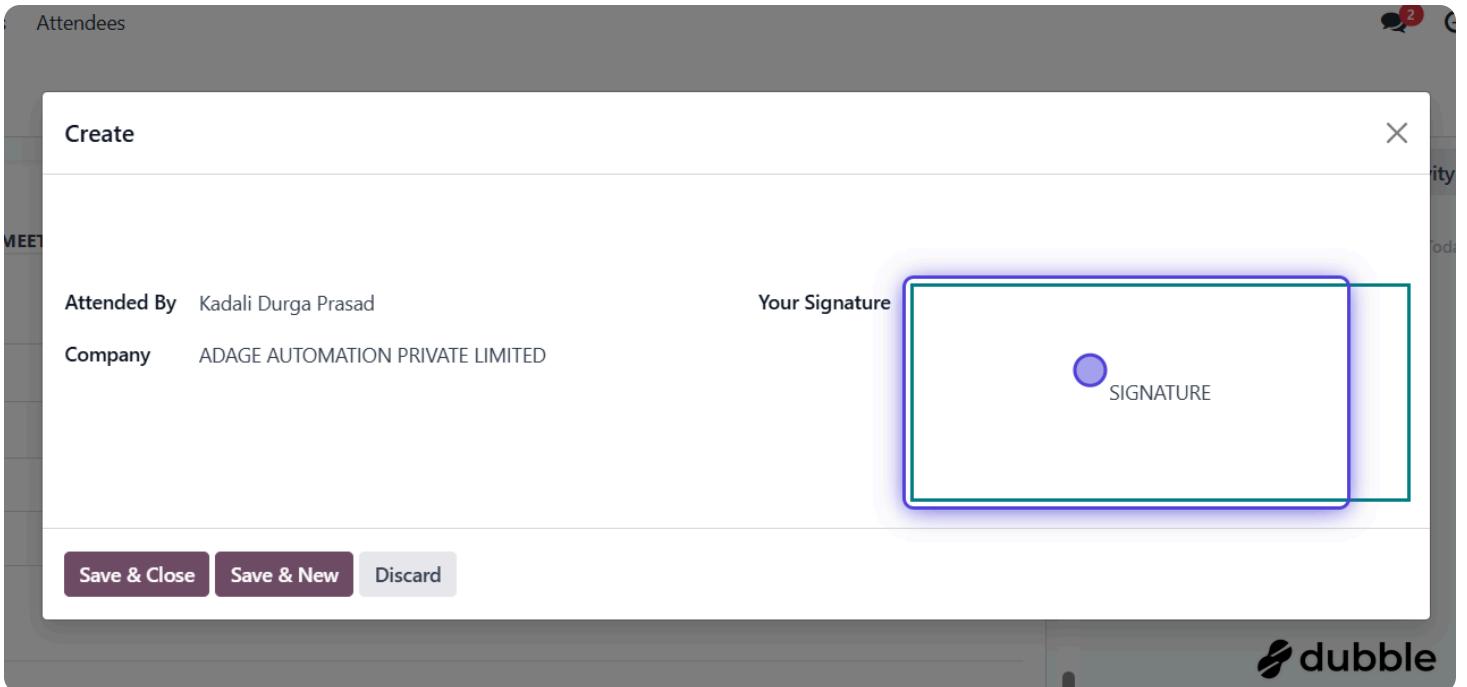
**29 In the "Attendees" section, Add all the employees present for the meeting**

The screenshot shows the 'ATTENDEES' section. It displays a table with two rows of data:

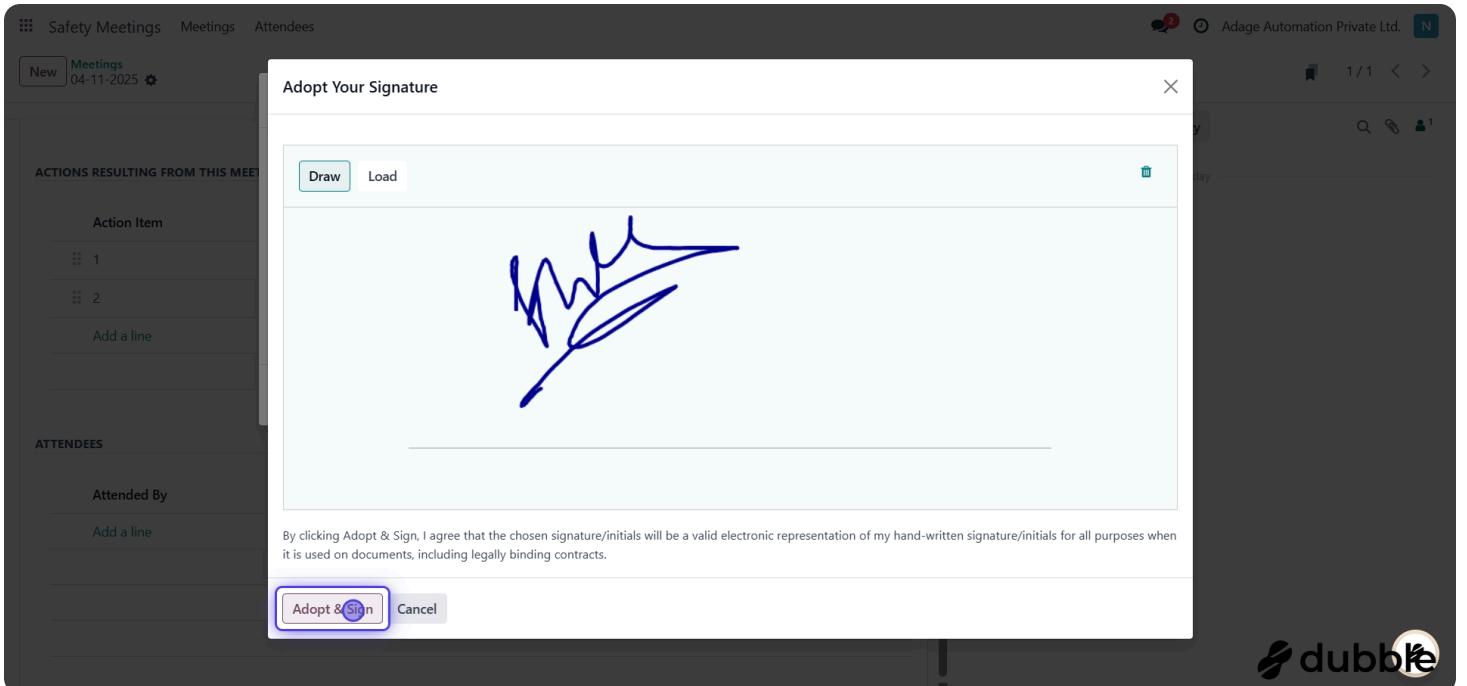
1	Biplab Das	04/11/2025
2	Kadali Durga Prasad	04/11/2025

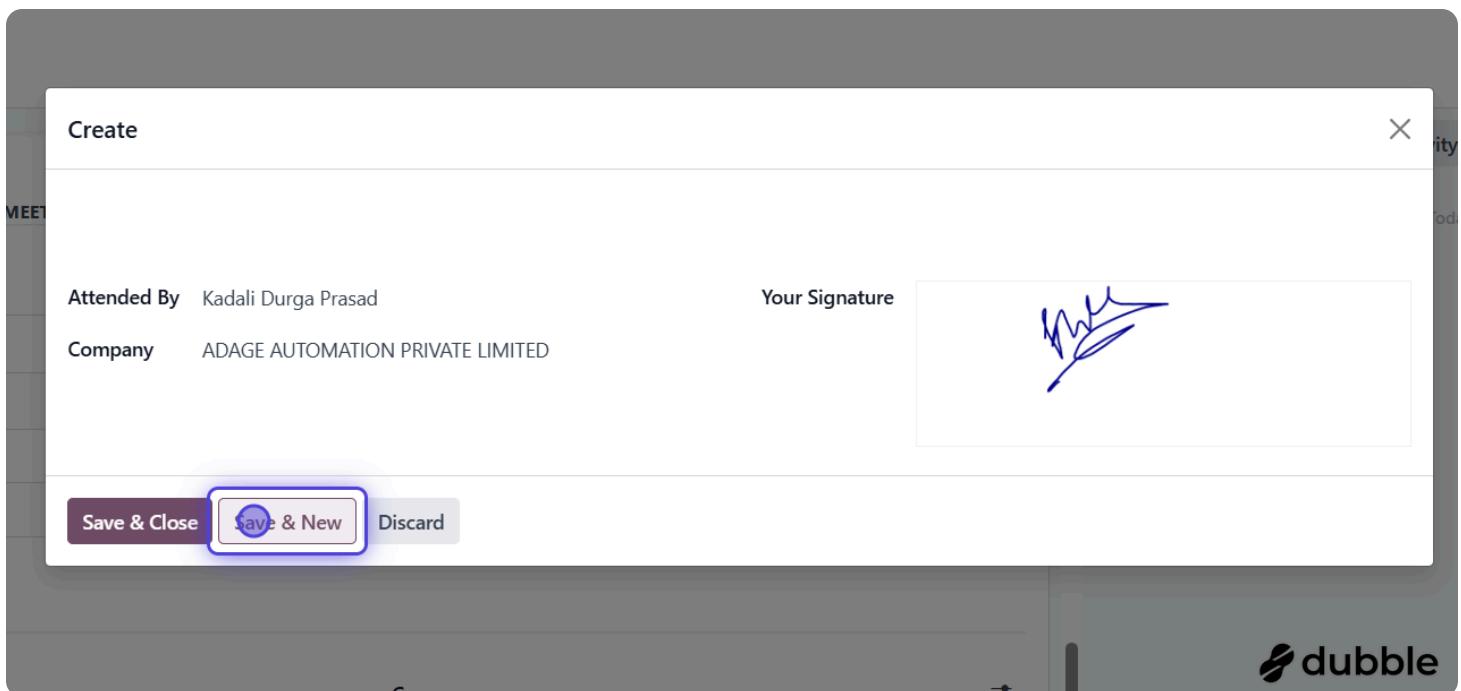
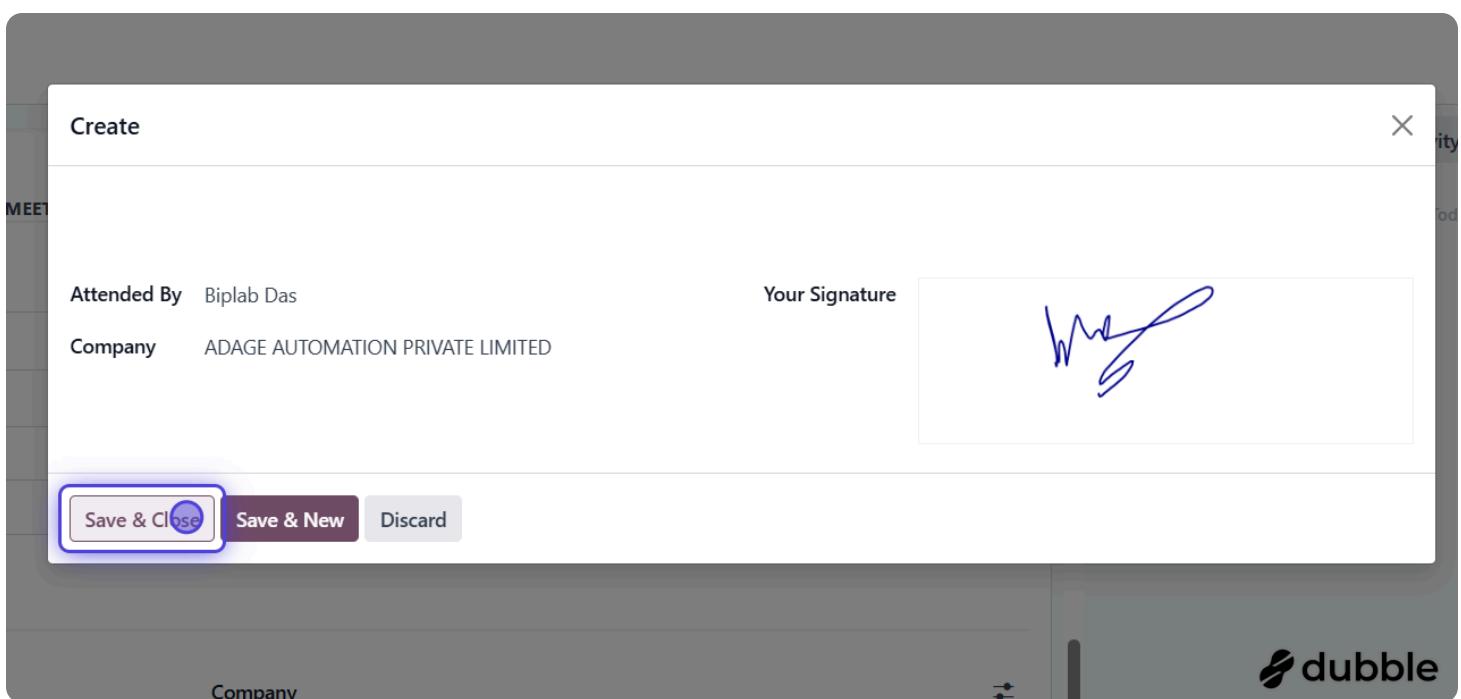
Below the table is a button labeled 'Add a line' with a blue outline. The background shows a light blue header with 'ATTENDEES' and a 'dubble' logo.

### 30 Enter details and click on signature to sign



### 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

Safety Meetings Meetings Attendees

New Meetings 04-11-2025   

Save manually

**04-11-2025**

Created on	04/11/2025 12:10	Company	Nayan Patel
Location	AMNS Hazira	Supervisor/Line Manager*	
Department	Service Engineers	Safety Representative	Nayan Patel
Date & Time of Meeting	04/11/2025 11:00	Signature of Safety Representative Only	 SIGNATURE

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

Not discussed



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