

Safety Meeting Guide

Created on Nov 4, 2025 by Shivani

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
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4 Click on New


 Safety Meetings Meetings Attendees

New Meetings 

 Search...

☐ Description

Safety Representative



This is your new action.
By default, it contains a list and a form view and possibly other views and types on the options you chose for your model



5 Select the Date & Time of the meeting

Safety Meetings Meetings Attendees

New

Meetings

New

Location

AMNS Hazira

Department

Service Engineers

Date & Time of Meeting

04/11/2025 11:00

Supervisor/Line Manager*

Safety Representative

Nayan Patel

Signature of Safety Representative Only

SIGNATURE

ITEMS DISCUSSED

Not discussed

Items of General Importance

Items of Safety to this Group:

SOP relevant to group:

REMINDEERS TO

44

45

46

47

48

49

#	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						

11:00

Clear

TICK AS APPLICABLE

Personal protective

OTHER ITEMS

Hazardous Materials

Sr. No.

Review Of Action Taken Fr...

Add a line

dubble

6 Fill in the details in the "ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)" Section

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

Not discussed

☐

Items of General Safety Importance

Items of Safety Interest to this Group:

SOP relevant to this group:

Sr. No.

Review Of Action Taken Fr...

Add a line

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)

Not discussed

☐

Items of General Safety Importance

Items of Safety Interest to this Group:

SOP relevant to this group:

Sr. No.

Review Of Action Taken Fr...

Add a line

REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES

TICK AS APPLICABLE

OTHER ITEMS

Personal protective equipment


☐

Hazardous Materials on Work Site

Electrical equipment

☐

Safety Alert Tips



8 If discussed then fill in the details

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

Not discussed ☐

Items of General Safety Importance

Items of Safety Interest to this Group:

SOP relevant to this group:

Sr. No.

Review Of Action Taken Fr...

Add a line

REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES

TICK AS APPLICABLE


Personal protective equipment ☐

Electrical equipment ☐

OTHER ITEMS

Hazardous Materials on Work Site

Safety Alert Tips



9 Click on Add a line

Safety Meetings Meetings Attendees

New Meetings 04-11-2025

ITEMS DISCUSSED (CHECK IF NOT DISCUSSED)

Not discussed ☐

Items of General Safety Importance

Items of Safety Interest to this Group:

SOP relevant to this group:

Sr. No.


Review Of Action Taken Fr...

Add a line

REMINDERS TO EMPLOYEES OF THEIR PERSONAL RESPONSIBILITIES


TICK AS APPLICABLE

OTHER ITEMS




10 Enter the details as required

DISCUSSED)

Sr. No. Review Of Action Taken Fr... 

Add a line

Nayan Patel 12:10 pm

Create 

1


Review Of Action Taken
From Last Meeting

Save & Close Save & New Discard

Hazardous Materials
on Work Site

Safety Alert Tips

Issue raised by worker



11 Click on Save & Close


1

Review Of Action Taken
From Last Meeting

Save & Close Save & New Discard

☐ Hazardous Materials
on Work Site

☐ Safety Alert Tips



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

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

13 Fill in the details



13 Fill in the details

DISCUSSED)

Send message Log note Activity

Sr. No.	Review Of Action Taken From Last Meeting
1	abcabc

Today

Nayan Patel 12:10 pm

Create

×

2

Review Of Action Taken From Last Meeting

abcabd

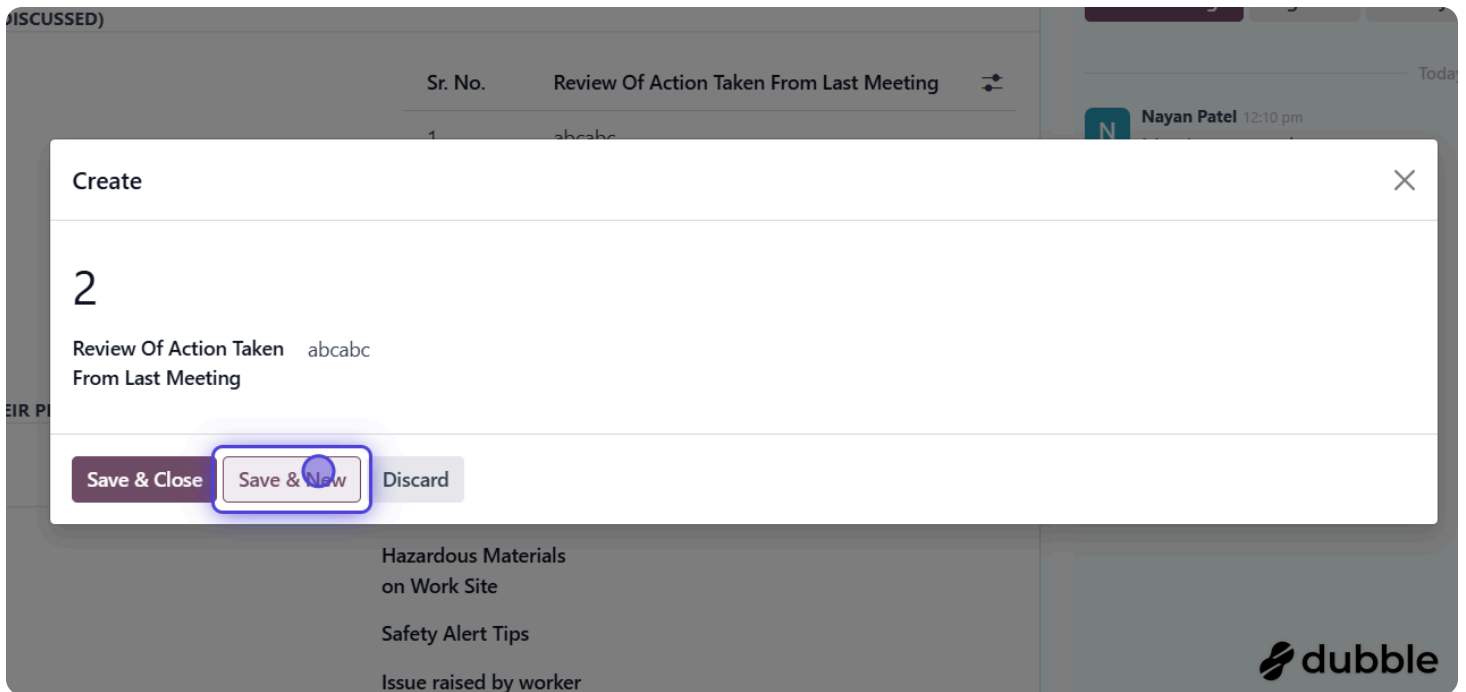
Save & Close Save & New Discard

Hazardous Materials on Work Site

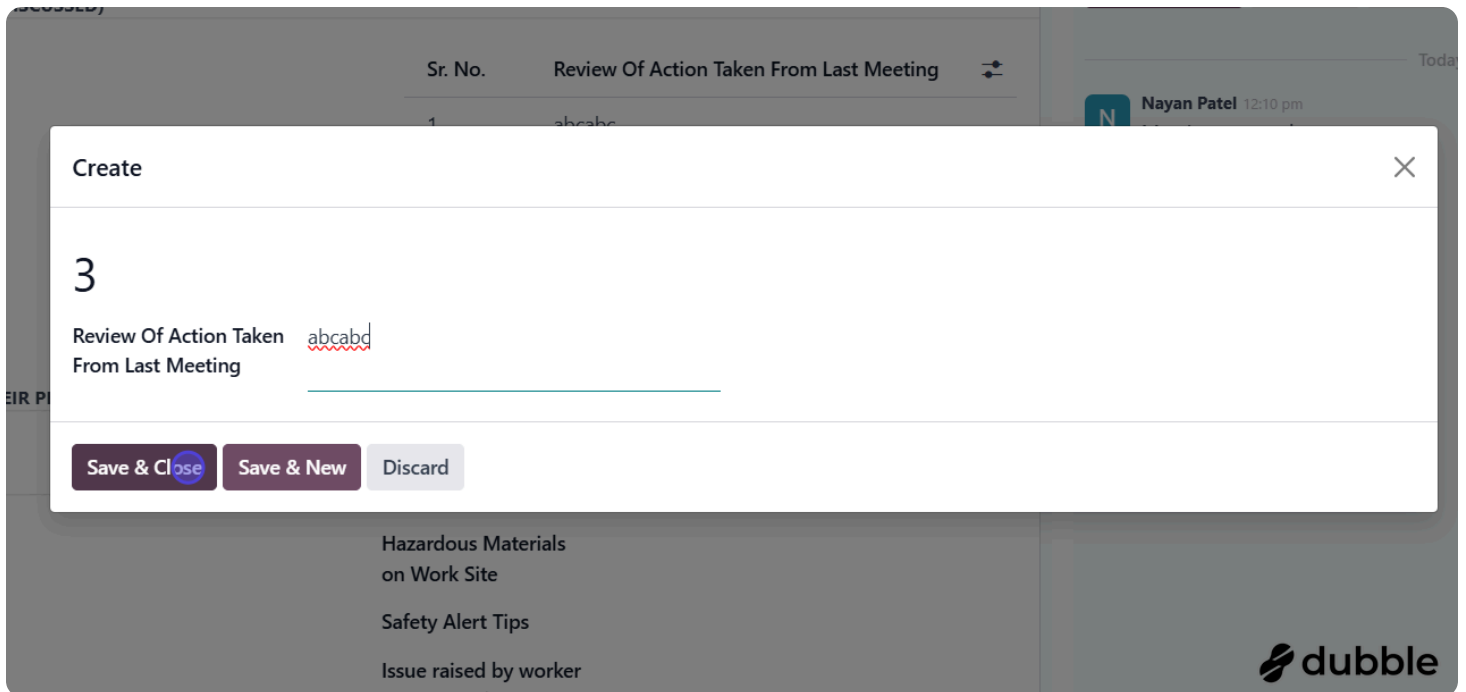
Safety Alert Tips

Issues raised by worker

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	


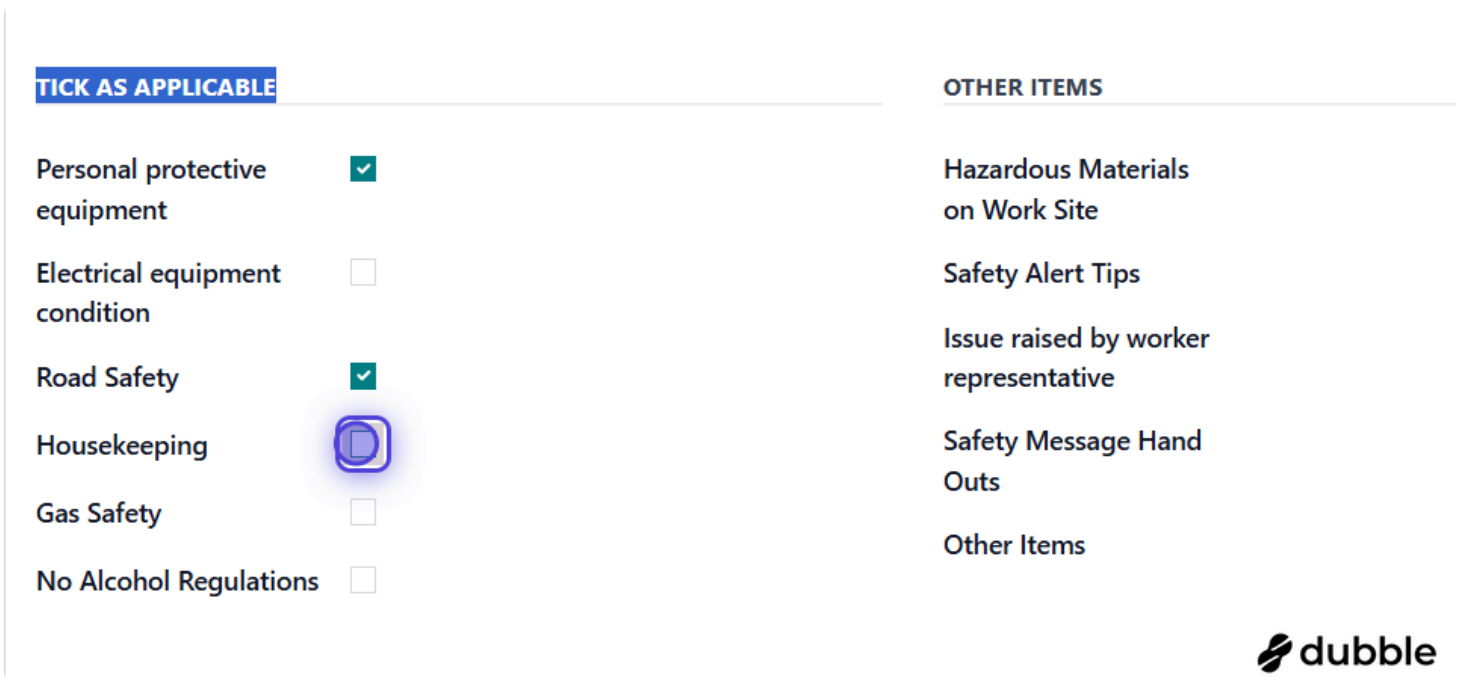
**17** In the 'TICK AS APPLICABLE' section, check the box for whatever applicable

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


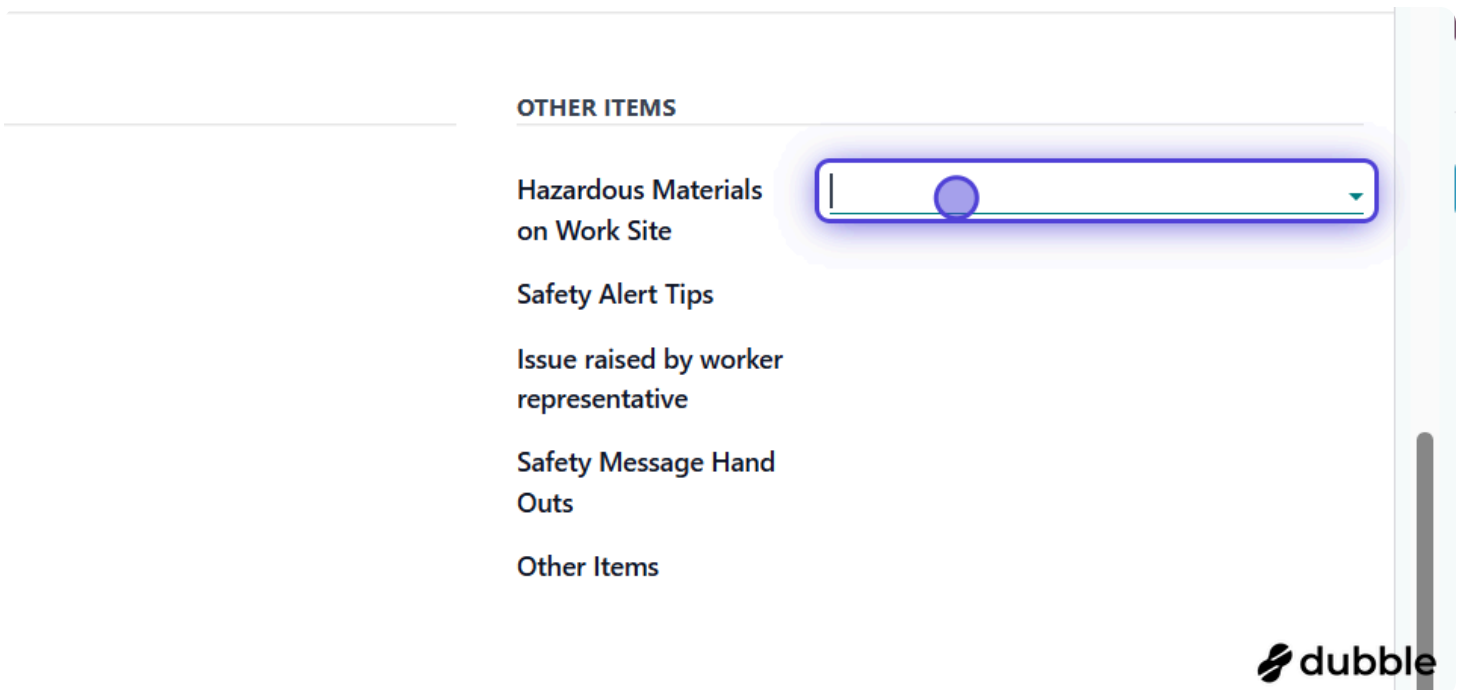


18 Check boxes as below shown

TICK AS APPLICABLE	OTHER ITEMS
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 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

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 (gaug... X
Safety Alert Tips	Emergency Evacuation Routes X
Issue raised by worker representative	Environmental Emissions Concern X
Safety Message Hand Outs	
Other Items	

dubble

21 If Others (Specify) is selected then,

OTHER ITEMS

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

dubble

Others (Specify)

Follow-up on Previous Action

Environmental Emissions C

Housekeeping, Waste Manag

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

The screenshot shows a mobile app interface with a list of categories on the left and a corresponding list of items on the right. The categories are: 'on Work Site', 'Safety Alert Tips', 'Issue raised by worker representative', 'Specify Others (Issue raised)', 'Safety Message Hand Outs', and 'Other Items'. The 'Specify Others (Issue raised)' category is highlighted with a blue circle and a blue border. To its right, there is a list of items: 'Radioactive / X-ray Sources (gauging...)', 'Emergency Evacuation Routes', 'Environmental Emissions Concern', and 'Others (Specify)'. The 'Specify Others (Issue raised)' field is currently empty and has a blue border. The Dubble logo is visible in the bottom right corner.

on Work Site

Safety Alert Tips

Issue raised by worker representative

Specify Others (Issue raised)

Safety Message Hand Outs

Other Items

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

Emergency Evacuation Routes

Environmental Emissions Concern

Others (Specify)

dubble

- 23 Enter the details in it

The screenshot shows the same mobile app interface as in the previous image. The 'Specify Others (Issue raised)' category is highlighted with a blue circle and a blue border. The 'Specify Others (Issue raised)' field now contains the text 'abcbad' and has a blue border. The Dubble logo is visible in the bottom right corner.

on Work Site

Safety Alert Tips

Issue raised by worker representative

Specify Others (Issue raised)

Safety Message Hand Outs

Other Items

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

Emergency Evacuation Routes

Environmental Emissions Concern

Others (Specify)

abcbad

dubble

24 Similarly fill in the other relevant fields**Safety Alert Tips**

Emergency Evacuation Routes ✕

Issue raised by worker representative

Environmental Emissions Concern ✕

Others (Specify) ✕

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

MEETINGS

Outs

Chemical SDS Summary Sheet X

Other Items

Nayan Patel 12:10 pm
Meetings created

Create


1

Action By Biplab Das

When 04/11/2025

[Save & Close](#) [Save & New](#) [Discard](#)

Company



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

Outs
Other Items
Chemical SDS Summary Sheet X

Today

N Nayan Patel 12:10 pm
Meetings created

Create

2

Action By Kadali Durga Prasad When 04/11/2025

Save & Close Save & New Discard

Company

dubble

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

Attendee

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

Add a line

ATTENDEES

Attended By Company

Add a line

dubble

30 Enter details and click on signature to sign

Attendees

Create

Attended By Kadali Durga Prasad

Company ADAGE AUTOMATION PRIVATE LIMITED

Your Signature

SIGNATURE

Save & Close Save & New Discard

dubble

31 Click on Adopt & Sign once you have signed

Safety Meetings Meetings Attendees

New Meetings 04-11-2025

ACTIONS RESULTING FROM THIS MEETING

Action Item

1

2

Add a line

ATTENDEES

Attended By

Add a line

Adopt Your Signature

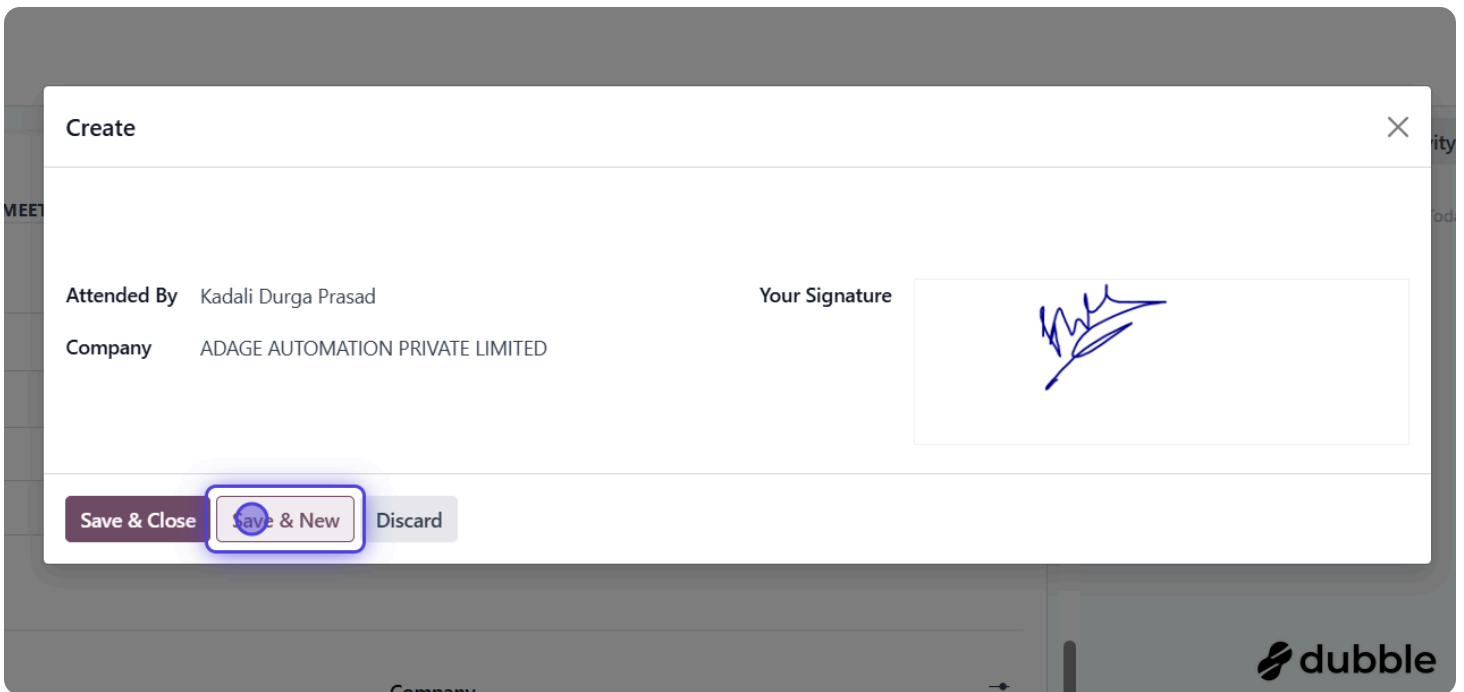
Draw Load

By clicking Adopt & Sign, I agree that the chosen signature/initials will be a valid electronic representation of my hand-written signature/initials for all purposes when it is used on documents, including legally binding contracts.

Adopt & Sign Cancel

dubble

32 Click on Save & New to add more attendees

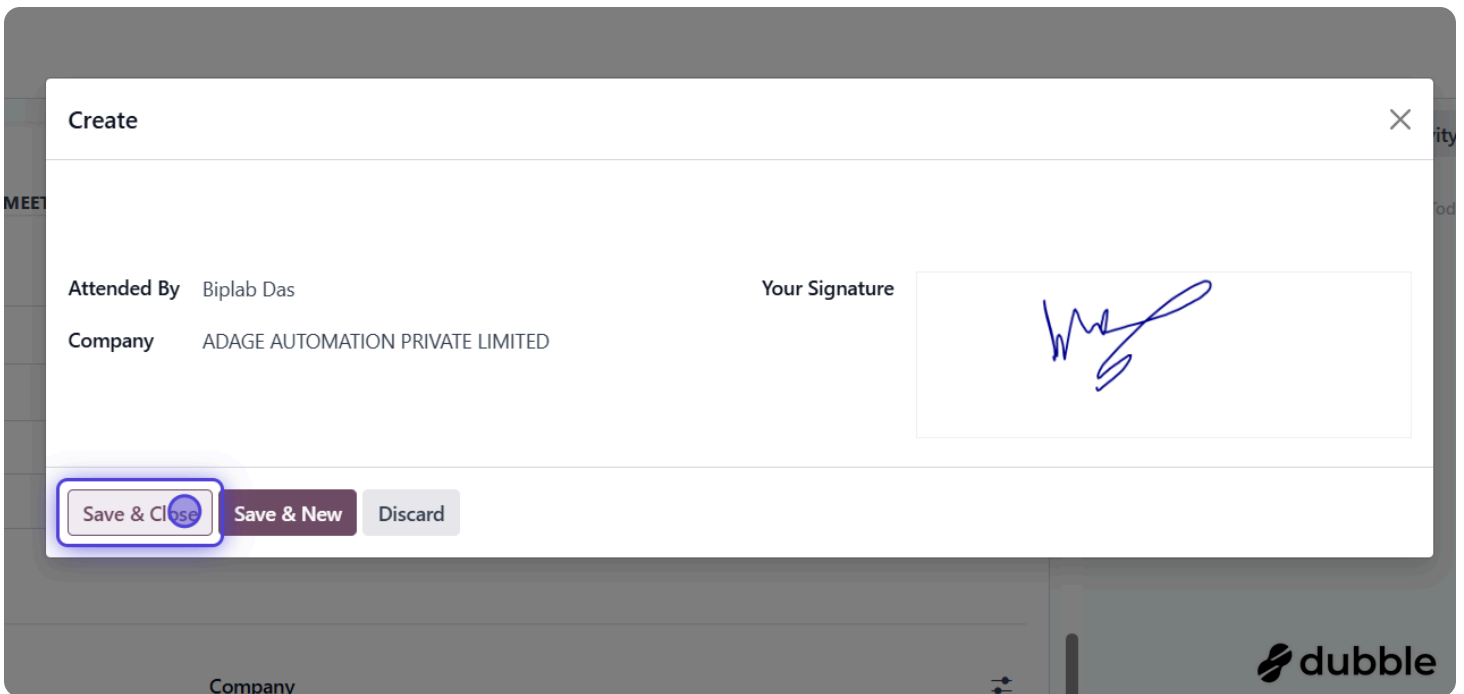


The screenshot shows a 'Create' form with a close button (X) in the top right corner. The form contains the following fields:

- Attended By:** Kadali Durga Prasad
- Company:** ADAGE AUTOMATION PRIVATE LIMITED
- Your Signature:** A blue ink signature.

At the bottom of the form, there are three buttons: 'Save & Close' (dark purple), 'Save & New' (light purple, highlighted with a blue border), and 'Discard' (light gray). The 'dubble' logo is visible in the bottom right corner of the interface.

33 Fill in the details and Click on Save & Close



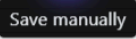
The screenshot shows the same 'Create' form as in the previous step, but with different details:

- Attended By:** Biplab Das
- Company:** ADAGE AUTOMATION PRIVATE LIMITED
- Your Signature:** A blue ink signature.

At the bottom of the form, there are three buttons: 'Save & Close' (light purple, highlighted with a blue border), 'Save & New' (dark purple), and 'Discard' (light gray). The 'dubble' logo is visible in the bottom right corner of the interface.

34 Save this meeting record

Safety Meetings Meetings Attendees

New Meetings 04-11-2025 

04-11-2025

Created on

04/11/2025 12:10

Location

AMNS Hazira

Department

Service Engineers

Date & Time of Meeting

04/11/2025 11:00

Company Supervisor/Line Manager*

N Nayan Patel

Safety Representative


Nayan Patel

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.