



OCCUPATIONAL HEALTH AND SAFETY MEETING MINUTES

SITE _____

DATE _____

MEETING NUMBER _____

PRESENT / APOLOGIES

WELCOME

PREVIOUS MINUTES

ACTION BY	DATE
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[illegible]

INCIDENTS / ACCIDENTS

[illegible]

HEALTH AND SAFETY REPRESENTATIVE REPORTS

[illegible]

AUDIT REPORTS/ SITE CONDITIONS

[illegible]

DOCUMENTATION TO BE REVIEWED

[illegible]

GENERAL

[illegible]

NEXT MEETING

COMMITTEE CHAIRPERSON

DATE _____

CONSTRUCTION SUPERVISOR

DATE _____

HEALTH AND SAFETY REPRESENTATIVE

DATE _____

HEALTH AND SAFETY MEETING ATTENDANCE REGISTER

[illegible]