

Weekly Supervisors Meeting	شركة أبناء عبد الله عبد المحسن المحضري ABDULLAH A.M. AL-KHODARI SONS CO.	Section	HEALTH AND SAFETY		
		Status	Proforma		
		Reference	KSC 25		
		Revision	00	Date:	Jan 07
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<b>CONTRACT:</b>		<b>CONTRACT NO:</b>
Date:		
Prepared by:		
Minutes by:		
Chaired by:		
<b>Persons Present: To Include / Position &amp; Company Working for: -</b>		
<u>Attendees:</u> <u>Company: -</u> <span style="float: right;"><u>Position: -</u></span>		
<b>Apologies: None Attendees: -</b>		
<b>1.0</b>	<b>Review of Minutes from Last Meeting: -</b>	<b>Action</b>

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Item		Action
2.0	Review of Site Briefings: - i.e. -	
	Inductions / Method Statements / Risk Assessments / COSHH / Noise : -	
3.0	Review Of Tool Box Talks: -	
4.0	Review of Accidents / Incidents / Trends : -	

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Item		Action
5.0	Results of Weekly (S50): –	
5.1	<u>Missings:-</u>	
5.2	<u>Achievements: -</u>	
6.0	Review Of Present & Future Site Activities:- i.e. – Risks / Hazards:-	
7.0	Daily Site Hazards – i.e. – Access / Egress / Deliveries / Crane Movements: -	

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Item	Action			
<b>8.0</b>	<b>Welfare – PPE – Plant &amp; Certificates: -</b>			
<b>9.0</b>	<b>Permits: -</b>			
<b>10.0</b>	<b>Training Requirements / Missings – Staff &amp; Operatives: -</b>			

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Item		Action
11.0	Employee Consultations / Concerns With Sub Contractors:-	
12.0	Any Other Business:-	
	<b>Date of Next Meeting:</b>	
	Who Prepares for the Next Meeting	
	Person who Reviews 2 Weekly Meeting	
	Distribution:- Company Safety Manager All site staff Notice Board Site Operatives	