

**FABRIL SOLUTIONS LIMITED  
Meeting Agenda/Minutes**

<b>Date of Meeting</b>	22 <sup>nd</sup> Jan 2018
<b>Time:</b>	4 PM
<b>Prepared by:</b>	Sid Doma, Vital Nallapati

Name	Name	Name
Sid Doma	Kranthi Kumar thota	Babu Naik
Vital Nallapati	Venkat Nithin Gorla	Santhan Kumar kaza

**Purpose of Meeting:**

Discussion on Health & Safety Issues, Regularly using proper equipment to accomplish the task, using proper harness while climbing the ladders and working on heights, using proper step ladders while working on heights, checking underground services using cable locators before digging in to the ground, check internal cables while drilling holes in to the walls, keeping the vehicles clean and tidy

**Meeting Notes, Decisions, Issues (May include the meeting agenda)**

• **Discussion on Health & Safety:**

- Every employee has to use proper safety equipment to complete the task
- Don't start the job without doing **Take 5**
- Before you dig, you need to inform RON & LAND ACCESS Team, if any manager or any other crew is coming to your work place you need to take the signature in shewms folder
- The Company has provided you all the required safety gear to work on heights like ladders, and harness and step ladders to complete the task to work on heights
- Don't take shortcuts to work on heights, if anyone fails to use the proper safety gear, to work on heights they are liable for their own mistakes and company is not liable for their mistakes, if it happens the company will dismiss the responsible technicians from their jobs
- Use proper gloves and wooden handle shovels only to dig in the ground, before you start digging in the ground you must ensure checking for the power cables with the underground cable locator
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- You must wear safety shoes all the time and if you are working near to the power either low voltage/high voltage you should wear the proper gloves & you must check with the power locator before you start drilling in to the wall.
- Everyone must use proper safety shoes, safety eye gear while you are working with the concrete cutter

• You always must wear safety glasses while working in the field

### Desired Out Come

- Discussion on health & Safety issues & Using of proper tools & Equipment in the field while doing the job.

KRANTHI KUMAR. THOTA 22/01/2018 T. Kranthi Kumar

BABU ALAIK MAYRAJOTU 22/01/2018 M. Balaji