Safety Meeting Minutes

Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name | Department | Appointment | Abbreviation |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

|  |
| --- |
| Welcome |
| Apologies: |

|  |  |  |
| --- | --- | --- |
| Legal Appointment | Due Dates | Responsibilities. |
| Appointing all Safety reps Fist Aiders and Fire fighter in each department |  |  |

|  |  |  |
| --- | --- | --- |
| Training |  |  |
| SETA Accredited |  |  |
| First Aiders:  Fire Fighters  Safety Reps  Evacuators / Emergency coordinators |  |  |
| Internal |  |  |
| Induction / OHS act Overview.  https://www.youtube.com/watch?v=jhS94yjunK0  SWP/ SOP |  |  |

|  |  |  |
| --- | --- | --- |
| Inspection. |  |  |
| Fire extinguishers inspections |  |  |
|  |  |  |
| First Aid Box inspections |  |  |
|  |  |  |
| SHE Rep inspections |  |  |
|  |  |  |
| Structural / Building inspections |  |  |
|  |  |  |
| Electrical Tools inspections |  |  |
|  |  |  |
| Active construction Sites / Contractors |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Emergency Evacuation |  |  |
| Emergency Paths: |  |  |
| Evacuation Date: |  |  |

|  |  |  |
| --- | --- | --- |
| Incidents. |  |  |
| Number of incidents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Annexure 1 Reports  Corrective action: |  |  |
| Safety board / communication |  |  |
|  |  |  |
| General. |  |  |
|  |  |  |

Signature of acceptance

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Chairman |  | Date: |
|  |  |  |
| CEO |  | Date: |