# Minutes from my safety meeting

**Before you begin...**

* If your employees do construction, utility work, or manufacturing you must keep minutes of all your safety meetings for three years.
* All other employers: You don’t have to keep minutes if *all* your employees attend the meetings. However, you must keep minutes at meetings when *any* employee is absent.

**Date of today’s meeting**       /       /       **Keep until**       /       /

## Attending

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## Absent

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**What are the issues and hazards?**

Write down any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices.

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