

# Safety Meeting Log Form Sample “ Construction Sites

Use this **safety meeting log form sample** to efficiently document daily safety discussions on construction sites. It helps track attendance, topics covered, and action items to ensure compliance and promote a safe working environment. Keeping accurate records supports ongoing safety improvements and regulatory audits.

## Meeting Details

|             |                      |                 |                      |
|-------------|----------------------|-----------------|----------------------|
| Date        | <input type="text"/> | Time            | <input type="text"/> |
| Location    | <input type="text"/> |                 |                      |
| Facilitator | <input type="text"/> | Company/Project | <input type="text"/> |

## Safety Topics Discussed

List topics discussed (e.g., PPE, fall protection, hazard identification, etc.)

## Action Items / Follow-up

Record any hazards found, corrective actions assigned, responsible persons, deadlines, etc.

## Attendees

| # | Name                 | Company              | Signature            |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Comments / Additional Notes

Add any additional comments or observations...

Save Log