

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...