

## Appendix 3

# Safety Meeting Record

A safety meeting must be held each time you move to a new jobsite and monthly after the initial jobsite meeting.

Company \_\_\_\_\_ Date \_\_\_\_\_

Location/Jobsite \_\_\_\_\_

Is this the first safety meeting at a new jobsite? Yes \_\_\_ No \_\_\_

If yes, list and discuss any site-specific hazards (i.e. danger trees, steep slopes, small landing(s), poor deflection, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Topic(s) Discussed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employees Present \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Meeting Conducted By

### Topics for Discussion

Slips and falls  
Proper communication  
Accidents and near-misses  
Seat belts  
Driving safety  
Domino falling  
Barricades/Flaggers

Working on steep slopes  
Emergency Medical Plan  
Personal protective equipment  
Snags/Danger trees  
Proper undercut, backcut and hinge  
Bucking hazards  
Escape path

Proper distance between work areas  
First aid techniques and equipment  
Unsafe conditions or unsafe acts  
Proper lifting and pulling technique  
Saw and chain maintenance  
Hung-up trees  
Kickback