

Appendix 4

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

Wire rope maintenance and inspection
Tailholds on standing trees
Hand/Whistle signals
Deflection and line tension
Operating on steep slopes
Lockout/Tagout procedures
First aid techniques and equipment
Unsafe conditions or unsafe acts
Proper lifting and pulling technique
Truck wrap-up procedures
Saw and chain maintenance
Hung-up trees

Guyline placement, stumps and notching
Installing and removing twistlers
Working in the bight
Hanging blocks and straps
Proper distance between work areas
Fire protection
Accidents and near-misses
Seat belts
Driving safety
Safe log decks
Domino falling
Road signs/Flaggers

Guyline tension
Tail/lift trees
Climbing and rigging
Crowding the rigging
Slips and falls
Working alone / Proper communication
Emergency Medical Plan
Personal protective equipment
Snags/Danger trees
Counterweight clearance
Proper undercut, backcut and hinge
Bucking hazards
"In the clear"