

Location:		Job No.		Dates: / / to / /			
DAY	SAFETY TOPIC:	TASK REVIEW TOPIC:					
Mon:							
Tues:							
Wed:							
Thurs:							
Fri:							
Sat:							
Sun:							
Employee Name (print)		Initial Mtgs Attended					
		M	T	W	T	F	S
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
* Ensure that the following topics are covered once every month: HazCom, PPE, Lockout/Tagout, Bloodborne Pathogens, Ladder Safety, Hand Tool Safety, Housekeeping							
Foreman's Name & Signature:							
Questions & Comments (include dates on the back)							