**Date of Meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Workers Present** |
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|  |  |
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Supervisor/Employer/Manager/person conducting tailgate meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START TIME:** \_\_\_\_\_\_\_\_\_\_ **END TIME:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Topic(s) discussed:**

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| --- |
| 1) |
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| 2) |
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| --- | --- | --- | --- |
| **Issue addressed** | **Materials referenced or used in the talk** | **Questions or concerns raised regarding the topic** | **Action needed or taken arising from the discussion** |
|  |  |  |  |