|  |  |
| --- | --- |
| **Presented by:** | **Date of meeting:** |
| **Meeting start time:** | **Meeting end time:** |
| **Health and safety issues discussed** |
| * Keep work areas and shops clean, dry, and tidy.
* Use footwear with good tread.
* Be aware of weather and ground conditions, ice, mud, wet, uneven ground etc.
* Use steps and 3-point contact when getting on and off mobile equipment.
* Use caution carrying objects over uneven or steep terrain.
* Put tools and equipment away after use.
* Hoses, ropes, cables, extension cords etc.
	+ When not in use, roll up and store properly.
	+ When being used, be aware of placement. Keep away from walking areas if possible.
* Stairs should be clear of obstacles and well lit. Use handrail when available.
* Ladders: use correct ladder for the job, set up properly and securely. Use 3-point contact on ladders.
* Pick up dropped items as soon as possible and follow spill clean-up process for liquid spills.
* Watch for fallen berries, downed branches, baskets, or other objects on the ground.
* Beware of irrigation piping, valves, and components.
 |
| **Review procedures & workplan** |
|  |
| **Worker comments / feedback:** |
|  |



To be signed by all employees, contract workers, clients and others who participated in the safety talk prior to commencing work.

|  |
| --- |
| **Who Attended:** |
| **PRINT NAME** | **SIGNATURE** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |