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| **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 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. * Use caution when wearing boot covers, they may decrease traction especially on wet floors. * Area around sanitizing footbath / stepping mat may be wet or slippery | |
| **Review procedures & workplan** | |
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| **Worker comments / feedback:** | |
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To be signed by all employees, contract workers, clients and others who participated in the safety talk prior to commencing work.

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