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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
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| **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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