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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 and put tools and equipment away after use.
* Use footwear with good tread.
* Be aware of weather and ground conditions, ice, mud, wet, uneven ground, etc.
* Watch for manure, spilled feed. Clean up when found.
* Check handling facilities for good repair – no protruding boards or items in walking / working areas.
* Use caution around panels fences and gates, and use gates rather than climbing over fences & panels.
* Keep feed bunks clear of snow and ice.
* Use caution carrying objects over uneven or steep terrain.
* Hoses, ropes, twine, 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 steps and 3-point contact when getting on and off mobile equipment.
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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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