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| **Presented by:** | **Date of meeting:** |
| **Meeting start time:** | **Meeting end time:** |
| **Health and safety issues discussed** | |
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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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