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| **Presented by:** | **Date of meeting:** |
| **Who attended:** |
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|  |  |
| **Health and safety issues discussed** |
|  |
| **Possible solutions** |
|  |
| **Comments and follow-actions** |
|  |
| **Person responsible for follow-up**: |
|  |

**Disclaimer:** This resource is intended for guidance and employers are advised to customize this document or design their own to meet their business needs and legal obligations. Once customized from its original content this disclaimer may be removed to function as part of your Safety Program. This resource does not relieve persons using it from their responsibilities under applicable legislation. If you need assistance contact us at www.AgSafeBC.ca