

# SAFETY MEETING LOG

Workplace Health and Safety | British Columbia

## Section 1 — Meeting Information

Field	Information
Company / Business Name	
Worksite / Project Name	
Date of Meeting	
Time	
Location	
Meeting Conducted By	

### Type of Meeting (check one)

<input type="checkbox"/> Toolbox Talk	<input type="checkbox"/> Weekly / Monthly Safety Meeting	<input type="checkbox"/> Project Safety Meeting	<input type="checkbox"/> Other: _____
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## Section 2 — Attendance

Record the name and trade or position of everyone who attended the meeting.

Worker Name (print)	Trade / Position	Signature

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## Section 3 — Topics Discussed

Check any standard topics covered and add notes. Use the lines below for additional topics or detailed discussion notes.

Topic	Covered (✓)	Notes
Hazards identified during recent inspections		
Upcoming tasks or work activities		
Changes to procedures or equipment		
Lessons learned from incidents or near misses		
Personal protective equipment requirements		
Seasonal or weather-related hazards		
Safe work procedures for specific tasks		
Emergency procedures or first aid		
Other:		
Other:		

### Additional Discussion Notes

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## Section 4 — Hazards Identified During Meeting

Record any hazards or safety concerns raised by workers during the meeting.

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Hazard or Concern Described	Raised By	Location on Site	Risk Level (H / M / L)

Risk Level: H = High — requires immediate action | M = Medium — address within 24 hours | L = Low — address within one week

## Section 5 — Follow-Up Actions Required

Record every action item arising from this meeting. Assign an owner and a target date for each item. Review these at the next meeting.

Action Required	Responsible Party	Target Date	Completed (✓ / Date)

## Section 6 — Review of Previous Meeting Action Items

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Record the status of action items carried over from the previous meeting.

Action Item from Previous Meeting	Assigned To	Status (Complete / In Progress / Outstanding)

## Section 7 — Sign-Off

The meeting facilitator signs below to confirm that the meeting was held and that the information above is accurate.

Facilitator Name (print)

Next Meeting Date

Signature

Next Meeting Location

Date

**Record Retention:** Completed safety meeting logs should be kept on file as part of the company's health and safety program documentation. Retain for a minimum of three years. These records demonstrate that safety communication is taking place in the workplace.