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| **SAFETY MEETING RECORD** | | |
| **Meeting Date:** | **Time of Day:** ampm | |
| **Location:** | | |
| **Topic(s) Covered: Attach any handouts or other materials used for this meeting to the back of this form.** | | |
| **Person(s) Conducting Meeting:** | | |
| **Employee Signatures** | | |
| By signing this form I am certifying that I attended this meeting on the date, time, and location specified; that the meeting covered all of the topics described on this form; that I understood the material; and that I had the opportunity to ask questions to seek clarification of any and all items I did not understand. | | |
| **Print Name** | | **Sign Name** |
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| **FOLLOW-UP SAFETY TRAINING (Persons absent from 1st meeting)** This form should be used to document training for any / all employees that were not present at the original safety meeting or for those employees that required additional training on the topic. | | |
| **Topic(s) Covered: Attach any handouts or other materials used for this meeting to the back of this form.** | | |
| **Person(s) Conducting Meeting:** | | |
| **Employee Signatures** | | |
| By signing this form I am certifying that I received follow-up training on the date specified below; that the training included all of the topics described on this form; that I understood the material; and that I had the opportunity to ask questions to seek clarification of any and all items I did not understand. | | |
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