

DEPARTMENTAL SAFETY MEETING SIGN-IN

Department _____ Date _____

Employees Present (Print Names)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Training Topics Discussed

1	
2	
3	
4	

Title of Materials

Outline	
Video	
Handouts	
Other	

Other items discussed: Hazard Alert Safety Bulletin Accident/Near Miss
 Inspections Drills/Emergency Preparedness Safety Training New Equipment
