

[Company Logo]

Company Name

Crew Safety Meeting Minutes

Crew safety meeting conducted by: _____

Name of Business: _____

Meeting Location: _____

Date of Meeting: _____

Time
:

Attendees: _____

CC: _____

Item	Description of Discussion	Action by	Complete by date
1	Safety/Environment Items		
2	Other Topics Discussed Inspections Assessments Industry Alerts Close Calls and Near Misses Incidents and Investigations		
3	Follow up on Old Business		
4	New Business		

[Company Logo]

Company Name

Employee Sign In

Name	Signature