

# Construction Site Safety Meeting Minutes

Project Name:

Date:

Location:

Time:

Facilitator:

Recorder:

## Attendees

- 1.
- 2.
- 3.
- 4.

## Agenda/Topics Discussed

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## Hazards/Issues Identified

## Corrective Actions Agreed

## Person(s) Responsible

## Target Completion Date

## Other Comments/Notes

Facilitator Signature

Date

Site Supervisor Signature

Date