SAFETY MEETING REPORT FORM
SMR-9-00

NOTE: For use with high-risk jobs. See EH & S Policy, Section 6.3
NOTE: For help or questions regarding this form call Joey Pons 482-5357 or jvp6188@louisiana.edu

SECTION 1:

DEPARTMENT:	LOCATION:
MEETING PRESENTED BY:	DATE OF MEETING: / /

SECTION 2:

Meeting Preparation Visual Training Aid Used _____ Film _____ Handout _____ Slide _____ Tool _____ VCR _____ Equipment _____ Chart _____ Others _____ _____ _____	Subject of Meeting: Important Points to Cover:

SECTION 3:

Attendance Roll	Employee suggestion/comments on subject:
	Remarks: Comments/observations for action/review after meeting: