

# 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

\_\_\_\_\_

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