

SAFETY MEETING MINUTES

Company Name: _____

Location: _____

Date: _____ Time: _____ # Employees _____

Subject(s) discussed: _____

Notes: _____

Crew Leader Comments: We reviewed the welding safety handout and poster. We reviewed that all employees should be careful when around welders or are welding themselves. We discussed that fumes created from welding are a huge hazard and can be harmful. Temperatures as well as fire prevention measures should be followed and we discussed these as well in our meeting. PPE and other special clothing may be required for sparks that are created from welding and welders and anyone near welders should be aware of their surrounding areas.
