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|  | **SAFETY MEETING** | | | | | | | |  | | | | |  |
|  | ATTENDANCE SHEET | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **DATE:** September 12, 2011 | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **START:** 09:00 AM | | | **END:** 02:00 PM | | |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **SIGNATURES OF PARTICIPANTS** | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **No.** | **Name** | | | **Signature** | |  | **No.** | **Name** | | | **Signature** | |  |
|  | 1 | John Doe | | |  | | 15 | John Doe | | |  | |  |
|  | 2 |  | | |  | | 16 |  | | |  | |  |
|  | 3 |  | | |  | | 17 |  | | |  | |  |
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|  | **TOPICS COVERED** | | | | | | | | | | | | |  |
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|  | **Check off items** | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | General Safety Mistakes | | | | | | | | | | | |  |
|  |  | Fire and Electrical Safety | | | | | | | | | | | |  |
|  |  | Reporting, Prevention, And Costs | | | | | | | | | | | |  |
|  |  | Ergonomic and Workplace Stress | | | | | | | | | | | |  |
|  |  | Heat Exhaustion and Safety | | | | | | | | | | | |  |
|  |  | Silica Dust and Protection | | | | | | | | | | | |  |
|  |  | Workplace Injuries | | | | | | | | | | | |  |
|  |  | Drugs on The Job | | | | | | | | | | | |  |
|  |  | Communication Issues and Safety | | | | | | | | | | | |  |
|  |  | Violence at The Workplace | | | | | | | | | | | |  |
|  |  | Lorem Ipsum | | | | | | | | | | | |  |
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|  | **Name of person conducting the training:** | | | | | |  | **Signature:** | | | | | |  |
|  |  | | | | | |  |  | | | | | |  |
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|  | \*) Please attach any supporting documents to this form. | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  | [© TemplateLab.com](https://templatelab.com/) | | |  |