# Contractor Safety Meeting Minutes

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| Contractors crew safety meeting conducted by: | | | |  | | |
| Name of Business: | |  | | | | |
| Meeting Location: | |  | | | | |
| Date of Meeting: | |  | Time: |  | | |
| Attendees: | |  | | | | |
| CC: | |  | | | | |
|  | | | | | | | |
| Item | **Description of Discussion** | | | | **Action by** | **Complete by date** | |
| 1 | **Safety/Environment Items** | | | |  |  | |
| 2 | **Other Topics Discussed** | | | |  |  | |
| 3 | **Follow up on Old Business** | | | |  |  | |
| 4 | **New Business** | | | |  |  | |