# 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**           |            |            |