

<company> SAFETY MEETING REPORT

Department: Shipping Date: Oct 03rd, 2018

Meeting Conducted By: Pete Best

Print Name	Sign Name	Print Name	Sign Name
Ringo Starr	<i>Ringo Starr</i>		
Paul McCartney	<i>Paul McCartney</i>		
John Lennon	<i>John Lennon</i>		
George Harrison	<i>George Harrison</i>		

Meeting Topics: Winter is on the way. How will this affect driving and working in the cold.?

(List All or Attach Agenda) _____

Meeting Discussion:

Are the vehicles prepared: Snow tires installed, chains checked and onboard, battery condition, proper wiper fluid, Emergency kit is onboard and repacked for winter driving?

Proper clothing and winter PPE has been purchased? Does it still fit?

(Supply Notes or Meeting Minutes)

Action Plan					
No.	Concern	Action Required	Action By	Target Date	Completion Date
1	Need new shovels for some trucks and the warehouse door	Will purchase half-dozen metal shovels.	Paul M	Oct. 15 th	
2	Gutter above east door is still damaged	Pete to talk to Wendy to see about repairs	Pete	Oct 30 th	

No.	Follow-Up Action	Further Action Required	Completion Date
1	Steering tires replaced on Unit 101	N/A	Nov. 12 th