

Meeting Log

Meetings with Prime Contractors keep you up to date on safety, quality, environmental and production information essential for your work safety and efficiency. Use this form if you do not get meeting minutes. If copies of minutes are received, no log entry is required.

A meeting can be anything from a phone call, or a tailgate meeting, to an organized meeting with many other workers.

List important items discussed including safety alerts, hazards, and changes in work activity.

Date	Meeting with
	<input type="checkbox"/> Contractor/Subcontractor <input type="checkbox"/> Client <input type="checkbox"/> Prime Contractor
Items discussed:	
	<input type="checkbox"/> Contractor/Subcontractor <input type="checkbox"/> Client <input type="checkbox"/> Prime Contractor
Items discussed:	
	<input type="checkbox"/> Contractor/Subcontractor <input type="checkbox"/> Client <input type="checkbox"/> Prime Contractor
Items discussed:	