



Safety Meeting Attendance Sheet

Department: _____ Subject: _____

Meeting Location: _____ Meeting Date: _____

Meeting Start Time: _____ Meeting End Time: _____

Name/Title of Employee Conducting Meeting: _____

What took place at safety meeting (example: watched video, discussed near miss, cleanliness, etc.):

Employees in Attendance:

Employee Name:	Employee Signature:

Suggestions/Recommendations to improve workplace health and safety:

Manager/Supervisor Signature: _____ Date: _____

Save original for your records, send a copy to Luke Jackson at: ljackson@coloradomesa.edu or CMU HR