Exhibit 1
Safety Meeting Minutes Form

Meeting Type

☐ Pre-work Safety Meeting
☐ General Safety Meeting
☐ Safety Committee Meeting
☐ Annual Safety Meeting
☐ Other: _____

Date: _____

CP or TSL: _____

Block: _____

Road Name (km if applicable)

_____

Other: _____

Attendance (print and sign name) **FOR PROJECT SIGN-IN USE SUPPLEMENTARY FORM**	

Safety Items Reviewed				
Yes	N/A		Yes N/A	
☐	☐	Duz Cho Health and Safety Policy	☐ ☐	Employee's right to refuse unsafe work
☐	☐	Review of all worksite hazards and controls (include all recent hazards)	☐ ☐	Review of established steep slope safe work practices and/or falling plan where applicable
☐	☐	Discuss applicable emergency response plan (Duz Cho or licensee's)	☐ ☐	Location of safety minutes and documentation (including MSDS)
☐	☐	Review of Worksite Emergency Plan: -location details and directions -FIRST AID CONTACTS for site -Location of ETV and Fire Equipment	☐ ☐	MANDATORY PPE FOR THE WORKSITE
			☐ ☐	Work Alone Procedure and Man-Check System
			☐ ☐	Review recent incident/accident reports
			☐ ☐	Reminder of Safety Committee Members
☐	☐	Safety Channel (if not on WEP) _____	☐ ☐	Block and road channels _____
NOTE: The above items are **mandatory** for project pre-work (sign-in) meetings.				

Corrective Action Update (outstanding applicable corrective actions)

Ref #	Detail	Corrective Action to be taken	Responsibility	Date to be completed	Priority
Update:					
Update:					

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New Business & Discussion Notes:

New Corrective Action items
Note that HIGH priority items require immediate attention prior to the commencement of the next workshift.

Ref #	Detail	Action to be taken	Responsibility	Date to be Completed	Actual Completion Date	Priority

Next meeting: _____   Prepared by: _____
(if applicable)