



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	Item	Yes
<input type="checkbox"/>	<input type="checkbox"/>	Duz Cho Health and Safety Policy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Review of all worksite hazards and controls (include all recent hazards)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Discuss applicable emergency response plan (Duz Cho or licensee's)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Review of Worksite Emergency Plan: -location details and directions -FIRST AID CONTACTS for site -Location of ETV and Fire Equipment	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Safety Channel (if not on WEP)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Employee's right to refuse unsafe work	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Review of established steep slope safe work practices and/or falling plan where applicable	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location of safety minutes and documentation (including MSDS)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	MANDATORY PPE FOR THE WORKSITE	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Work Alone Procedure and Man-Check System	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Review recent incident/accident reports	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reminder of Safety Committee Members	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Block and road channels	<input type="checkbox"/>

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: _____					

