

<b>Farm/ Property/ Site / Project:</b>	<b>Meeting date:</b>
<b>Work group:</b>	<b>Distribution</b> <input type="checkbox"/> Project Manager <input type="checkbox"/> Site Supervisor / Safety Officer <input type="checkbox"/> Site Safety Plan File <input type="checkbox"/> Workers Notice Board
<b>Meeting conducted by:</b>	
<b>Attendance - all participants to be listed</b>	
<b>Name</b>	<b>Signature</b>
<b>Main subject of meeting:</b>	
<b>Main issues covered:</b> .	
<b>Agreed actions (if any):</b> <b>1. Personalised Training required? – provide details of who/what –</b> <b>2. Updates required to instructions, training and/or induction? – provide details</b> <b>3. Updates required to Activity/Hazard Risk Assessment?</b>	
<b>Notes:</b>	