

Pre Shift Meeting notes for _____(company name)

Date _____

Start Time _____

Finish Time _____

Supervisor/Manager leading the Pre Shift meeting _____

Other Supervisors in attendance

1 _____

2 _____

3 _____

4 _____

Safety Topic

a Subject _____
Comments _____

b Incidents from previous days
Cause _____
Prevention _____

c Acknowledge any safe work practices viewed the previous days
1 _____
2 _____
3 _____

Work Method

Demonstrate / review

Review of Topic

Previous Days Issues _____

Previous Days Successes _____

(attach roster, sign-in sheet, or schedule)