



Daily Safety Meeting

Date	Project Location	Supervisor/Facilitator
Safety Topics & Items for Discussion		
Under the Alberta OHS Code, Part 2: Hazard Assessment , employers must: identify existing and potential hazards, communicate those hazards to workers, ensure workers understand the hazards and controls and involve workers in the process. Daily toolbox talks are the industry-standard method to meet this requirement.		
Review Incidents/Near Misses:		
Safety Topic for Discussion:		
Work for the Day:		
Hazards	Mitigations	
Comments/Concerns:		
Your signature on the Daily Safety Meeting record confirms your attendance, your understanding of the information covered, and that you are fit to work safely.		
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