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**SAFETY MEETING REPORT**



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:** Shipping | | |  | **Date:** | **Oct 3rd, 2013** | | |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Meeting Conducted By:** | |  | Pete Best | |  |  |  |  |  |
|  | | |  | |  |  | |  |  |
| **Print Name** | | | **Sign Name** | |  | **Print Name** | |  | **Sign Name** |
|  | | |  | |  |  |  |  |  |
| Ringo Starr | | | Ringo Starr | |  |  |  |  |  |
|  | | |  | |  |  |  |  |  |
| Paul McCartney | | | Paul McCartney | |  |  |  |  |  |
|  | | |  | |  |  |  |  |  |
| John Lennon | | | John Lennon | |  |  |  |  |  |
|  | | |  | |  |  |  |  |  |
| George Harrison | | | George Harrison | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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**Meeting Topics:** Winter is on the way. How will this affect driving and working in the cold.?



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**(List All or Attach Agenda)**



**Meeting Discussion:**

Are the vehicles prepared: Snow tires installed, chains checked and onboard, battery condition, proper wiper fluid,



Emergency kit is onboard and repacked for winter driving?



Proper clothing and winter PPE has been purchased? Does it still fit?



**(Supply Notes or Meeting Minutes)**

**Action Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **No.** |  |  | **Concern** |  |  |  | **Action Required** |  |  |  | **Action By** |  |  |  | **Target Date** |  |  |  |  | **Completion** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Date** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Need new shovels for some | | |  |  | Will purchase half-dozen | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | |  | trucks and the warehouse | | |  |  |  |  | Paul M | |  |  | Oct 15th | |  |  |  |  |  |  |
|  |  |  | metal shovels. | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | door | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | |  | Gutter above east door is still | | |  |  | Pete to talk to Wendy to see | |  |  | Pete | |  |  | Oct 30th | |  |  |  |  |  |  |
|  | damaged | | |  |  | about repairs | |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **No.** | **Follow-Up Action** |  |  | **Further Action Required** |  | **Completion Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1 | Steering tires replaced on Unit 101 |  | n/a |  |  | Sept 12th |
|  |  |  |  |  |  |  |
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