SaskPower

OHSAS 18001 & ISO 14001 Documentation

TAILBOARD/STAFF MEETING FORM

☐ Completed Hazard & Risk Form on-site ☐ Reviewed

This form is to be completed at the start of each work day to ensure that all workers understand the hazards, risks, and procedures associated with the job.

☐ Tailboard ☐ Staff Meeting	☐ Safety ☐ Environment	Meeting Date	Meeting Start Time	Person in Charge	Location
Staff Meeting/Job being Performed					
Other Information					

Workers Present

Name	Initials	Name	Initials	Name	Initials

Emergency Plan

Identify Exact Location of Emergency Response:

Emergency Numbers

Police:	Fire:	Nearest Hospital:
Safety Rep:	EMS Rep:	Hospital:

Safety/Environment

Tasks Discussed/Job Steps	Hazards/Environmental Impacts	Required Barriers/Mitigation

Supervisor Remarks

Signatures

Supervisor Name	Supervisor Signature	Date
Manager Name	Manager Signature	Date