

Safety meetings - Agenda and summary

No.	Agenda	Orientation or proposal for resolutions at the safety meeting *	Summary / minutes from the safety meeting **	Responsible	Deadline
	Date of meeting:				
	Invited: (company and name of AL and AR)				
	Did not show up: (company and name of AL and AR)				
1	Remarks to the minutes from the last meeting				
2	Manning plan (from which companies are there how many employees and when) New Names of OSH Group members /Completed working environment education or enrolled? VAT/RUT No. On new subcontractors				
3	Start-up meeting for new contractors and information regarding new subcontractors				
4	Time schedule including <ul style="list-style-type: none"> <li>• Particularly dangerous work</li> <li>• Other risks (Noise, hot work, etc.)</li> <li>• Work performed simultaneously</li> </ul> Updating of construction site drawing with particularly dangerous work, crane work, areas with more employers, etc.				
5	Planning of future activities (safety measures for future activities, product changes, delays, changes in working procedures and the like);				
6	Allocation of tasks (who should do what and when to be done)				
7	Result of safety inspections etc. and assessment of existing safety measures				
8	Since the last meeting (measures taken since the last meeting)				
9	Safety and Health Plan (how and what common measures have been implemented, Are the agreements followed and is there need to alter the plan)				

10	Information on accidents, accidents and near-accidents since the last meeting (what has happened and what has been done)				
11	Briefing on the reactions of the WEA (which injunctions/bans have been given and who has it been given to, how are the issues been corrected and what is being done)				
12	Handing over of the contractors ' self-monitoring schedules				
13	Other issues				

\* To be completed before the safety meeting, with points regarding orientation and proposals for decisions to limit the time to finish the summary after the meeting;

\* \* To be completed after the safety meeting with relevant amendments and additions due to discussions, decisions, etc. from the meeting.

Date: (insert date)

Responsible: (company name and address, VAT/RUT, name of contact person, telephone numbers and E-mail address))