Location: __________________________ Supervisor: ________________

Date: __________ Time: __________________________ Duration: __________________________

1) **Personal Conduct**
   - “Horseplay” is not permitted on the job
   - Walk, do not run, on the job
   - Firearms are not permitted on the work site
   - Let your supervisor know when you are not 100% - sick, on prescriptions, or over the counter medications

2) **Operating Service Pickup Trucks**
   - Drive defensively and never drive directly behind large equipment without the operator’s knowledge – Make eye contact with the operator
   - Always alert large haulage vehicles of your presence in the area
   - Do not drive under crane booms or suspended loads
   - Never leave a vehicle running and unattended

3) **Fire Prevention and Control**
   - NO SMOKING signs shall be strictly obeyed
   - Gasoline will not be used as a cleaning agent
   - All fire fighting equipment shall be conspicuously located
   - Keep equipment clean, clean up all trash, and any oil spills immediately

Attendees:

_________________________________________    ___________________________    ___________________________

_________________________________________    ___________________________    ___________________________

_________________________________________    ___________________________    ___________________________

_________________________________________    ___________________________    ___________________________

Employees Comments: