

Pre Start Meeting Record



Project:	Date:
Location:	Project No:
Name of Chairperson:	Time:

Ongoing Safety & Environmental Issues

Planned Activities & Designation of Resources for the Day (who's doing what and where)

Design & Construction Method Changes

Expected Delivery & Pick-Ups

Other Works (what other work is happening that workers should be aware off)

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First Issued:	11.01.2018	Last Reviewed:	01.12.2021	Next Review:	01.12.2022
Version:	1.0	Owner:	Bartsch Builders	Authorisation:	Kristie Bartsch
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Today's Major Hazards

Hazards	Controls
E.g. Crane Lift	SWMS001

Signed by Chairperson: _____

Record of Attendance

Name	Company	Signature

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