

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)

Page Number:	1 of 3	Document Number:	FORM 007	Parent Document:	WHS PROCEDURES
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