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| **Safety Meeting Record Form** |
| Company Name |  | Meeting Number |  |
| Regulation Ref # |  | Topic | Material Handling |
| **Shipping and Receiving** |
| * Always have a lifting and moving plan. Test the weight of load before moving.
* Workers should only lift what they can move easily. If the load is too heavy, ask for help or use a dolly or a forklift.
* Plan a route and make sure that it is clear. Warn others if heavy or hazardous loads are moved. Remove any obstacles, and make sure the floors are clear of spills.
* Make sure that all incoming shipments that contain chemicals are properly labeled. Chemicals that are new to the workplace should have an SDS, and that SDS should be distributed to the work areas that use the chemicals.
* When opening crates, employees should wear eye protection.
* Workers and employees entering the shipping and receiving area must wear foot protection.
* Blind corners should have mirrors or other devices warning workers of traffic hazards.
* Areas with forklifts must have signs posted warning employees of traffic hazards.
* Flammable materials must be stored in designated flam lockers.
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| **Additional Notes** | **Meeting Documentation** |
| *List any special requirements for this work group or any additional topics discussed.* | Meeting Date / Time |  |
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| Work Area |  |
| Attendees |
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| **Additional Information** |
| SDS Reviewed |  | Accident Report Reviewed |  |
| Procedure Reviewed |  | Policy Reviewed |  |