Apollo Mechanical Weekly Safety Meeting

REV 1

Date:	Project:	Division:			
Presenter:		Crew	Safety	PM	Foreman
Safety Topic Discussed:		If Procedure what Procedure number:			

Improve Your Life (Just make it better) Ideas

Employee Name:				Years of Experience:			
Employee Idea:							
Defect	Overproduction	Waiting	Not Utilizing Talent	Transportation	Inventory Excess	Motion Waste	Excess Processing
Employees Name:				Years of Experience:			
Employee Idea:							
Defect	Overproduction	Waiting	Not Utilizing Talent	Transportation	Inventory Excess	Motion Waste	Excess Processing
Employee Name:				Years of Experience:			
Employee Idea:							
Defect	Overproduction	Waiting	Not Utilizing Talent	Transportation	Inventory Excess	Motion Waste	Excess Processing
Safety Concerns:	Yes	No		Concerns Discussed:			
Corrective Action:							
Other Topics Discussed (Lessons Learned, Inspection Findings, Incident/Accidents):							
Near Misses to Report or Discuss?							

Employee Name	Injured This Week? Yes	Injured This Week? No	Employee Name	Injured This Week? Yes	Injured This Week? No
Supervisor Signature:			Reviewed By:		

Apollo MECHANICAL CONTRACTORS
HOME SAFE!!!