

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
First Issued:	11.01.2018	Last Reviewed:	13.07.2020	Next Review:	13.07.2021
Version:	1.0	Owner:	Bartsch Builders	Authorisation:	Kristie Bartsch
This document is uncontrolled when printed.					

Page Number:	2 of 3	Document Number:	FORM 007	Parent Document:	WHS PROCEDURES
First Issued:	11.01.2018	Last Reviewed:	13.07.2020	Next Review:	13.07.2021
Version:	1.0	Owner:	Bartsch Builders	Authorisation:	Kristie Bartsch
This document is uncontrolled when printed.					

Pre Start Meeting Record



Today's Major Hazards

Hazards	Controls
E.g. Crane Lift	SWMS001

Signed by Chairperson: _____

Record of Attendance

Name	Company	Signature

Page Number:	3 of 3	Document Number:	FORM 007	Parent Document:	WHS PROCEDURES
First Issued:	11.01.2018	Last Reviewed:	13.07.2020	Next Review:	13.07.2021
Version:	1.0	Owner:	Bartsch Builders	Authorisation:	Kristie Bartsch
This document is uncontrolled when printed.					