Goulburn Club
www.goulburnclub.com.au
02 4821 2043

Record of Staff Meeting / Safety Talk

Workplace: Goulburn Club	**Date:**
Supervisor/presenter:	
Subject:	**Duration:**

Persons Present

Print Name	Signature	Print Name	Signature

Comments & points raised:

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Corrective Action	Action by	Action Complete	
		Sign off	Date