

PROGRESS AND HEALTH-AND-SAFETY MEETING RECORD

FORM — SITE FILE

The site meeting — attendance, progress, safety, actions with owners

KD-SITE-MT-032 Rev A0

The site meeting: progress and safety on one record, with actions that have an owner and a date. CDM 2015 reg 14 and the Consultation with Employees Regulations 1996: the workforce is consulted and what they raise is answered — so the safety items include what the workforce said, not only what management planned to say. Consultation sessions themselves are recorded on KD-CDM-WC-011; this record carries what reached the meeting.

1 THE MEETING

PROJECT / SITE REF	SITE	DATE	MEETING NO.	CHAired BY
ATTENDEE	ORGANISATION / ROLE			PRESENT / APOLOGIES

2 PROGRESS

PROGRESS AGAINST PROGRAMME

NEXT PERIOD — THE WORK AND THE INTERFACES

3 HEALTH, SAFETY AND ENVIRONMENT

INCIDENTS, NEAR MISSES, OBSERVATIONS, INSPECTIONS SINCE LAST MEETING

RAISED BY THE WORKFORCE

HIGH-RISK WORK COMING — PERMITS, LIFTS, TEMPORARY WORKS, ISOLATIONS

4 ACTIONS — CARRIED TO THE SITE ACTION REGISTER (KD-INS-AR-019)

NO.	ACTION	OWNER	BY (DATE)	STATUS

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continued

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NEXT MEETING

RECORD SIGNED

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.