LOGO HERE

COMPANY NAME HERE

PROJECT NAME HERE

***HSE Committee Meeting***

**Date: …………..**

**Sub: “Minutes of HSE committee meeting” held at ……………….**

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| **HSE Committee participants** |
| **Chairman** | **Secretary** | **Member** | **Member** | **Member** |
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| **Review of last MOM** |
| Sr.no | Description | Action By: | Target Date: | Compliance Status |
| 1. | Workers welfare facilities to be provided such as toilet, rest shed. |  |  |  |
| 2. | Fire extinguisher to be provided in store room. |  |  |  |
| 3. | Safety poster related to Electrical safety & Working at Height to be displayed at site. |  |  |  |
| 4. | Rain shed for DG and Electrical distribution panel. |  |  |  |
| 5. | Earthing testing record not maintain. |  |  |  |
| 6. | Tower crane moving area must be barricaded. |  |  |  |
| 7. | Color coding of lifting tools.  |  |  |  |
| 8. | Ladder should be provided for access and egress for working at height. |  |  |  |
| 9.  | Access and egress should be provided for basin and sump. |  |  |  |
| 10. | The fire extinguisher must be provided for HOT work activity. |  |  |  |
| 11. | Surrounding area of cooling tower must be leveling for scaffolding erection. |  |  |  |
| 12. | Earthing wire not connected in main distribution panel and portable panel. |  |  |  |
| 13. | Housekeeping should be done regular basis at the cooling tower area & Fabrication yard. |  |  |  |
| 14. | Scaffolding must be erected as per BIS 2750 (Mention in contract document) |  |  |  |
| 15. | Safety posters should be displayed at the. |  |  |  |
| 16. | Don’t allow any workers & staff to enter the site without safety induction. |  |  |  |
| 17. | Safety harness must be worn during working at height (Above 1.8 mtr). |  |  |  |

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| **MOM Dated:**  |

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| 1. | All scaffolding must be inspected in every 7 days. |  |  |  |
| 2.  | Rubber/PVC Hand gloves should be provided to workers during manual concrete casting.  |  |  |  |
| 3. | ON/OFF Switch not working in Re-bar cutting machine. |  |  |  |
| 4. | Housekeeping to be done at paltech fabrication yard and cooling tower site. |  |  |  |
| 5. | Rubber mat should be provided to both DG Set. |  |  |  |