

### HOW TO DOCUMENT YOUR SAFETY MEETING MINUTES

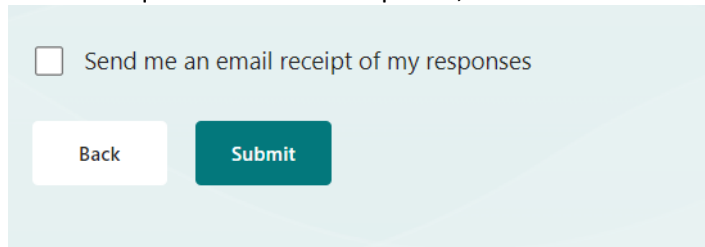
- Scan the QR code (with the store iPad) at the meeting time and enter your responses.  
**Be sure to enter your store email in order to retrieve the responses.**

QR Code is here →



See page 2 of this document for a printable poster with this QR Code or order poster from CP using CP 3053738.

- When the questionnaire is completed, be sure to check the box to request an email.

A screenshot of a web form with a light blue background. At the top, there is a checkbox followed by the text "Send me an email receipt of my responses". Below this, there are two buttons: a white button with the text "Back" and a teal button with the text "Submit".

- Hit submit to send an email with your completed information the store email.
- Open the store email and print the documented meeting minutes.
- Place the printed meeting minutes in the store's EH&S binder or other dedicated binder.

### INTERNET ISSUES?

If you cannot access the website due to internet issues, you will have to print a copy of the meeting minutes form from Ciao! Toolkit Document folder.