SAMPLE — Example Roofing LLC

Crew Safety Meeting — Minutes

Reunión de Seguridad de la Cuadrilla — Acta · WAC 296-155-110(5)–(8) · form / formulario crewmtg v7

Meeting / Reunión

PROJECT / OBRA
Roof replacement — 1200 Main St

ADDRESS / DIRECCIÓN
1200 Main St, Kent, WA 98032

DATE / FECHA
Nov 26, 2026

START TIME / HORA
7:05 AM

LED BY / DIRIGIDA POR
Pedro Sánchez

MEETING / REUNIÓN
Job start

MEETING TIME / TIEMPO DE LA REUNIÓN
4:38 (measured / medido)

OPENED ON THE PHONE / ABIERTA EN EL TELÉFONO
Nov 26, 2026, 7:03:52 AM

GPS LOCATION / UBICACIÓN GPS
47.38093, -122.23484 (±46 ft) · 75 ft from the address — at the jobsite / en la obra

Subject discussed / Tema tratado — WAC 296-155-110(6)(e)

SAFETY VIDEO / VIDEO
Cuando entra la máquina: diez pies / When Equipment Is Used: Ten Feet

LANGUAGE / IDIOMA
English

WATCHED / VISTO
Complete / Completo

TOPIC CONFIRMED / TEMA CONFIRMADO
Matches the video / Coincide

Minutes of the video / Acta del video — Cuando entra la máquina: diez pies / When Equipment Is Used: Ten Feet

> The crew learned that mechanical equipment moves and changes direction, and can bring workers too close to an unprotected edge. The rule (WAC 296-880): on a low-slope roof with mechanical equipment, the warning line surrounds the exposed edges, at least 6 feet from the edge on sides parallel to the equipment's travel and at least 10 feet on sides perpendicular to it. On site: identify the edges, see where the machine will travel, install a visible, well-supported line, and mark access routes and material areas with warning lines. Common mistake: setting the whole line at one distance without considering the equipment's direction.

Text verified by OSHAura on / Texto verificado por OSHAura el Sep 27, 2026. Frozen copy — it does not change if the summary is edited later. / Copia congelada — no cambia si el resumen se edita después.

Since the last meeting / Desde la última reunión — WAC 296-155-110(6)(a)-(c)

First meeting on this project / Primera reunión de esta obra · checked by OSHAura / revisado por OSHAura: n/a — sample / muestra

(a) Walk-around inspections / Inspecciones de recorrido: none / ninguna

(b) Citations / Citaciones: none on file in OSHAura / ninguna registrada en OSHAura

(c) Accident / near-miss investigations / Investigaciones: none / ninguna

Reviewed with the crew / Repasado con la cuadrilla

Today on this roof / Hoy en este techo

Hazard or concern raised / Peligro o preocupación: NO

Attendance / Asistencia — WAC 296-155-110(6)(d)

1.	**Juan Pérez**	
2.	**Luis Martínez**	
3.	**Carlos Ramírez**	
4.	**Miguel Torres**	
5.	**José Hernández**	
	Foreman / Capataz: Pedro Sánchez	

Group photo / Foto de grupo



WAC 296-155-110(7): keep a copy where most of the crew reports each day — print and post. (8): keep at least one year. / Mantenga una copia donde se presenta la cuadrilla; guarde al menos un año.