



DELHI METRO RAIL CORPORATION LTD.

FORM No. : SF/002

MINUTES OF SHE COMMITTEE MEETING

Contract No.			
Contractor Name			
Contract Title			
Meeting No.		Date of Meeting	
Location of Meeting			

MEMBERS PRESENT	INVITEES	MEMBERS ABSENT

REPORT SENT TO

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Prepared by:

Location:

Date:

MINUTES OF SHE MEETING				
Item No.	Description of Discussion	Action By	Target	Remarks
1	Complaints received from Clients and corrective and preventive action			
2	Review of MOM of previous meeting			
3	NCR's / Observation from third party			
4	First - Aid cases / Reportable accident cases			
5	Future jobs and specific requirement			
6	Status of implementation of Safety plan			
7	Sub-contractor performance			
8	Analysis of first-aid cases			
9	Need for any specific system / training / PPE's / resources			
10	Observation of SHE committee during last walk down			

Next SHE Meeting is scheduled on:

Date:	Chief SHE Manager (Signature & Name)
Date:	Project Manager (Signature & Name)