

# Crew Discussion Record

Topic: Mental Health at Work: Make Support Usable | TBT-40 | v1.0

Date: \_\_\_\_\_ Start / finish: \_\_\_\_\_ Shift: \_\_\_\_\_

Task / location: \_\_\_\_\_

Leader / facilitator: \_\_\_\_\_

JHA/JSA reference and revision: \_\_\_\_\_

Language / interpretation or communication support used: \_\_\_\_\_

This record documents participation in the discussion. A signature does not certify competence, prove that controls function, authorize work, or waive a worker's rights. Record field verification separately.

| Printed name | Crew / role | Signature or attendance acknowledgment |
|--------------|-------------|----------------------------------------|
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## Crew input and follow-through

Changes, concerns, or questions raised: \_\_\_\_\_

\_\_\_\_\_

Action / responsible person / due time: \_\_\_\_\_

\_\_\_\_\_

Unresolved item linked to field check: \_\_\_\_\_

Late arrival / reassigned worker rebrief — name, time and leader: \_\_\_\_\_

\_\_\_\_\_

Keep completed attendance records under the employer's recordkeeping and privacy procedures. Do not post a completed sign-in sheet publicly.