**Workplace Health & Safety Meetings**

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| **WHS Meeting Objectives** |
| ✓ | ✓ *or* X *depending on current status* |
|  | WHS Meetings are held monthly with the Managers and / or General Manager present |
|  | Additional team members that are required to attend are advised in a timely fashion, prior to the meeting date |
|  | A record of the topics covered, the outcomes and the meeting duration is kept in the WHS recording file |

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| **WHS Meeting Aims** |
|  | Making workers more aware of safety at work |
|  | Bringing together management and workers |
|  | Stimulating an interest in safety |
|  | Educating workers in safe working practices |
|  | Accessing a wider range of view points |
|  | Developing preventive measures (vs reactive) action |
|  | Sharing incidents and workplace procedural changes |

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| **Suggested Safety Meeting Discussion Topics** |
|  | WHS statistics |  | Incident reports |  | Safety performance |
|  | Safety training |  | Safety audits |  | Inspections |
|  | Communication |  | Lost time injuries |  | Near misses |
|  | Incident investigation |  | Hazard reports |  | First aid |
|  | Significant incidents |  | Emergency Evacuations |  | Procedural changes |
|  | Safety issues |  | Fire drills |  | Environmental issues |
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**Workplace Health & Safety Meeting Minutes**

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| **Meeting Details** |
| **Date:** |  |
| **Chair of Meeting:** |  |
| **Minutes taken by:** |  |
| **Attendees:** |  |
| **Apologies:** |  |
| **Time Meeting commenced:** |  |
| **Time meeting completed:** |  |

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| **Agenda** |
| Item 1 |  |
| Item 2 |  |
| Item 3 |  |
| Item 4 |  |
| Item 5 |  |

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| **Minutes:** |
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| **Actions Resulting from Meeting:** |
| **#** | **Action to be taken** | **By (Person)** | **Date to be completed** |
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| Signed By: |  |
| Seconded By: |  |