**Safety Meeting Template**

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| **Meeting called by** | **Date** |
| **Purpose of Meeting***eg: General Safety Staff Meeting or follow-up on an specific incident* | **Facilitator** |
| **Attendees** | **Note taker** |
| **Actions from last meeting:** |
| **Safety Topics** | **Action** | **Person Responsible** | **To be completed by** |
| **Incidents:** refer to incident report #*Recent incidents**Any trends and information from outside the organisation* |  |  |  |
| **Minor mishaps**: (not reported as incidents) |  |  |  |
| **New Hazards** |  |  |  |
| **Internal review calendar*** Report on recent reviews
* Upcoming review topics
 |  |  |  |
| **Safety Culture** *Review latest safety culture survey results**Are incidents being reported?**Are staff taking responsibility for safety?**Is safety appropriately resourced?* |  |  |  |
| **Changes to safety management systems** |  |  |  |
| **Changes to hazard management strategies***Changes to internal procedures or industry good practice.* |  |  |  |
| **Equipment lost / requiring repair** |  |  |  |
| **Any other safety concerns** |  |  |  |
| **General Business***e.g. drugs and alcohol policy newly instated – how is it going?* |  |  |  |