**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?* |  | |  |  |