

<Insert organisation name / logo here>

Safety Meeting

Date			
Facilitator		Note taker	
Present			
Actions from last meeting			

Topics	Detail / Comment	Person responsible	To be completed by
Incidents <i>Recent accidents</i> <i>Recent near misses</i> <i>Sector information</i>			
New hazards and risks			
Internal review calendar <i>Report on recent review</i> <i>Upcoming review topics</i>			

<Insert organisation name / logo here>

Topics	Detail / Comment	Person responsible	To be completed by
Safety culture <i>Latest safety culture survey results</i> <i>Are all incidents being reported?</i> <i>Are staff taking responsibility for safety?</i> <i>Is safety appropriately resourced?</i>			
Changes to the SMS <i>SMP, policy</i> <i>SOPs, procedures</i> <i>Forms, tools checklists</i> <i>Safety successes</i>			
Safety training & monitoring <i>Staff training – done and due</i> <i>Assessments, monitoring</i> <i>Coaching / safe work observations</i>			
Equipment lost or requiring repair			
Sector update <i>Sector information</i> <i>Learning from others</i>			
Other safety issues			