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| Health and Safety Meeting – Agenda and Minutes | | | | | | | |
| Date: | Chaired by: | | | Minutes taken by: | Next Meeting set for: | | |
| Apologies: | Present: | | | | | | |
| **Items** | | **Data from** | **Actions** | | | **By Whom** | **Timeframe** |
| **Policies**  Are policies current?  Are policies being met?  Do they need to be reviewed?  Do they reflect the company’s direction? | | Documents module |  | | |  |  |
| **Health & Safety Objectives**  These are set annually  Reviewed to determine progress of objectives or reset when met? | | Annual Review | **Annual Objectives:**  **O1. Objective 1 –** Objective 1 details  **O2. Objective 2 –** Objective 2 details  **O3. Objective 3 –** Objective 3 details  **O4. Objective 4 –** Objective 4 details | | |  |  |
| Progress / Review | **Current tasks in line with objectives:**  **O1. –** Update  **O2. –** Update  **O3. –** Update  **O4. –** Update | | |  |  |
| **Reporting of accidents, incidents**  Are accident/incidents being reported, recorded, investigated and steps taken to improve?  Anything to feed back into Hazard Registers?  Senior management being notified, are outcomes effective? | | Accident/Incident Module |  | | |  |  |
| Any trends developing? |  | | |  |  |

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| **Items** | **Data from** | **Actions** | **By Whom** | **Timeframe** |
| **Hazard identification & management**  Are risk registers being reviewed and controls are effective?  Are changes to risks and hazards being reported to staff?  Is the Hazard ID Process working?  Reviews of existing Hazard Registers | Risk Management Module | **Hazard –** details actions |  |  |
| **Correspondence, Regulations legislative requirements**  Are there changes that may put the organisation at risk?  Are we meeting our legal requirements? | Industrial Groups, Publications |  |  |  |
| **Training/Relicensing/Certification**  Are we identifying training requirements, are refreshers and certifications up to update?  Are we managing our Human Resources risks?  Have events been scheduled in Mango | Human Resource  Event Modules |  |  |  |
| **Inductions Employees and Sub-contractor.**  Are new employees and subcontractors being inducted?  Do they understand their responsibilities for QHSER within the organisation?  Are we managing this risk? | Human Resource  Module |  |  |  |
| **Review of Emergency Evacuation procedures and drills**  Practices need to be done 6 monthly and results recorded and reported? | Event Module |  |  |  |

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| **Items** | **Data from** | **Actions** | **By Whom** | **Timeframe** |
| **PPE**  Is Personnel Protective equipment being issued and worn as required?  Any new requirements | Human Resource  Event Modules |  |  |  |
| **Equipment purchased (including calibration)**  (if equipment, modification to equipment or new materials being are being purchased are there any QHSE considerations to be discussed). | Events Module |  |  |  |
| **Contractor performance**  Is work being performed, being done in line with our QHSE requirements?  Are there any contractor performance issues?  Have contractors got anything to feed back into our Hazard ID process? | Supplier  Event Modules |  |  |  |
| **Audit (Site Safety) results**  Are audits being performed within our system timeframes?  Review result of audits to determine if the audit process effective. | Event Modules |  |  |  |
| **Employee Recognition**  Recognition of excellence in H&S Management, innovation or ideas from employees | Improvement Module |  |  |  |
| **General Business** | All |  |  |  |
| **This a rolling agenda. Steps: Follow agenda⏵record/update actions assign responsibilities and timeframes⏵Publish minutes file or upload into Mango⏵perform actions ⏵Retrieve previous minutes⏵repeat.** | | | | |