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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 annuallyReviewed 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 ResourceEvent 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 ResourceEvent 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? | SupplierEvent 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.** |